

**Welcome to the SQF Food Safety Management System Implementation Package Start-Up Guide which will guide you through the contents of the package.**

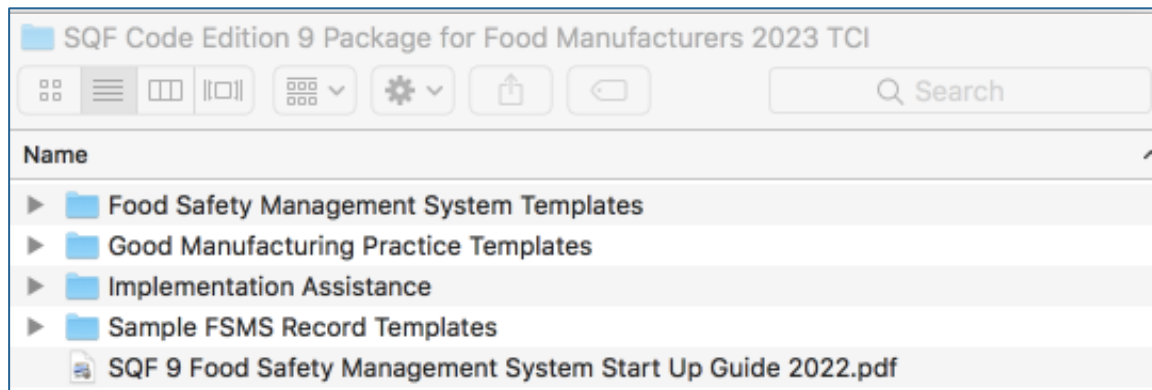
**This is an ideal package for Food Manufacturers looking to achieve certification to the SQF Food Safety Code: Food Manufacturing Edition 9.**

**Included in the SQF Food Safety Management System Implementation Package:**

- ✓ Comprehensive Procedures Manual
- ✓ Supplementary HACCP Tools & Documents containing the HACCP Calculator
- ✓ Laboratory Quality Manual
- ✓ Training Modules
- ✓ FSQMS, Verification and Validation Record Templates
- ✓ Free online support via e-mail
- ✓ Allergen Management Module & Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Product Development Module
- ✓ Complaint Management Guidelines & Analyser
- ✓ Internal Audit Schedule Risk Assessment Tool and Template
- ✓ Food Fraud Risk Assessment Tool
- ✓ Food Defence Assessment Tool
- ✓ Implementation Workbook
- ✓ User guide

**[To order the SQF Edition 9 Food Safety Management System Implementation Package click here](#)**

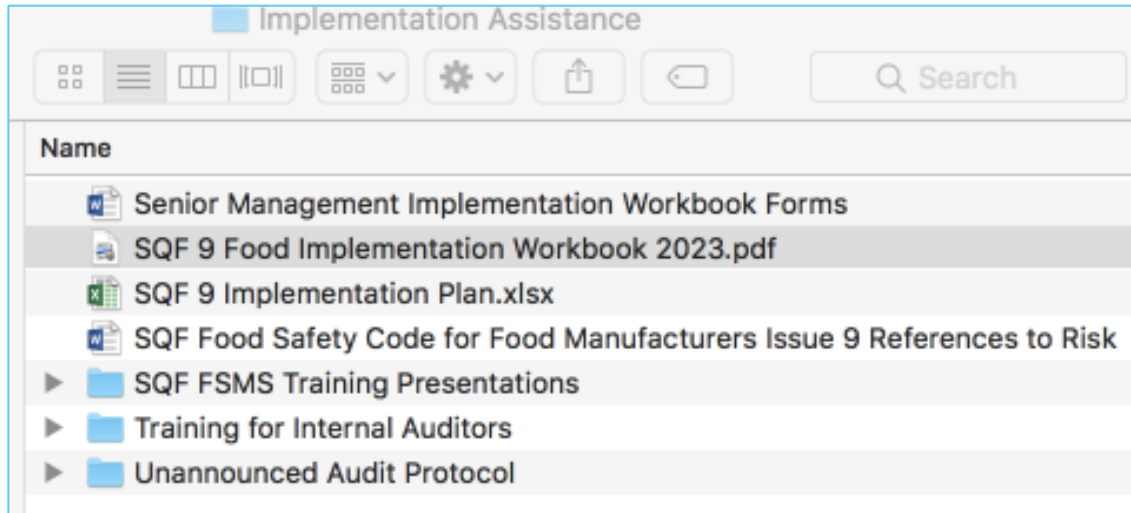
**When you download the package, you will find the Start-Up Guide and 4 folders containing the package contents:**



**Your first job is to obtain your own copy of the [SQF Food Safety Code: Food Manufacturing Edition 9](#) from the SQFI website (Free to download)**



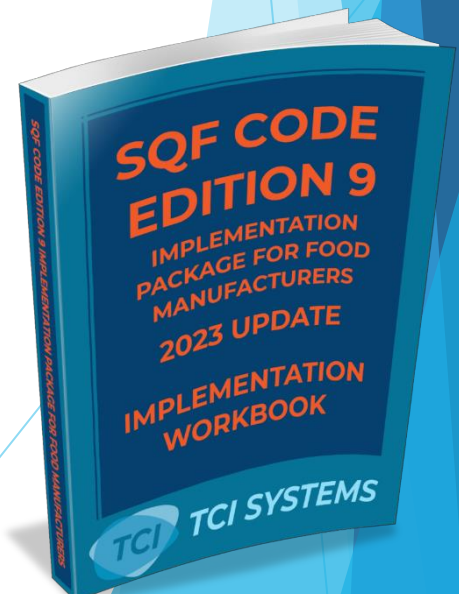
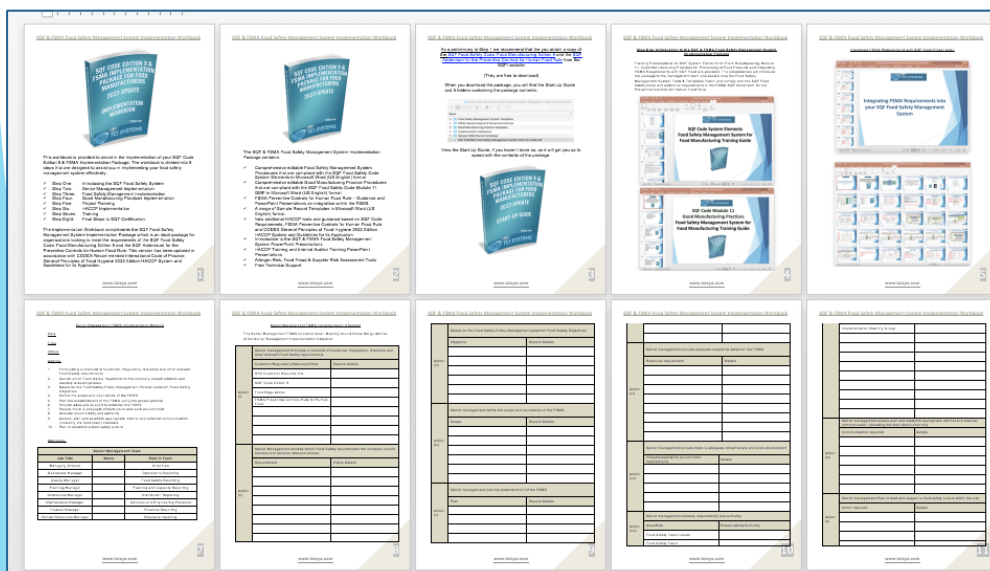
# Start by opening the Implementation Assistance folder:



## The main document in the folder is the Implementation Workbook

The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

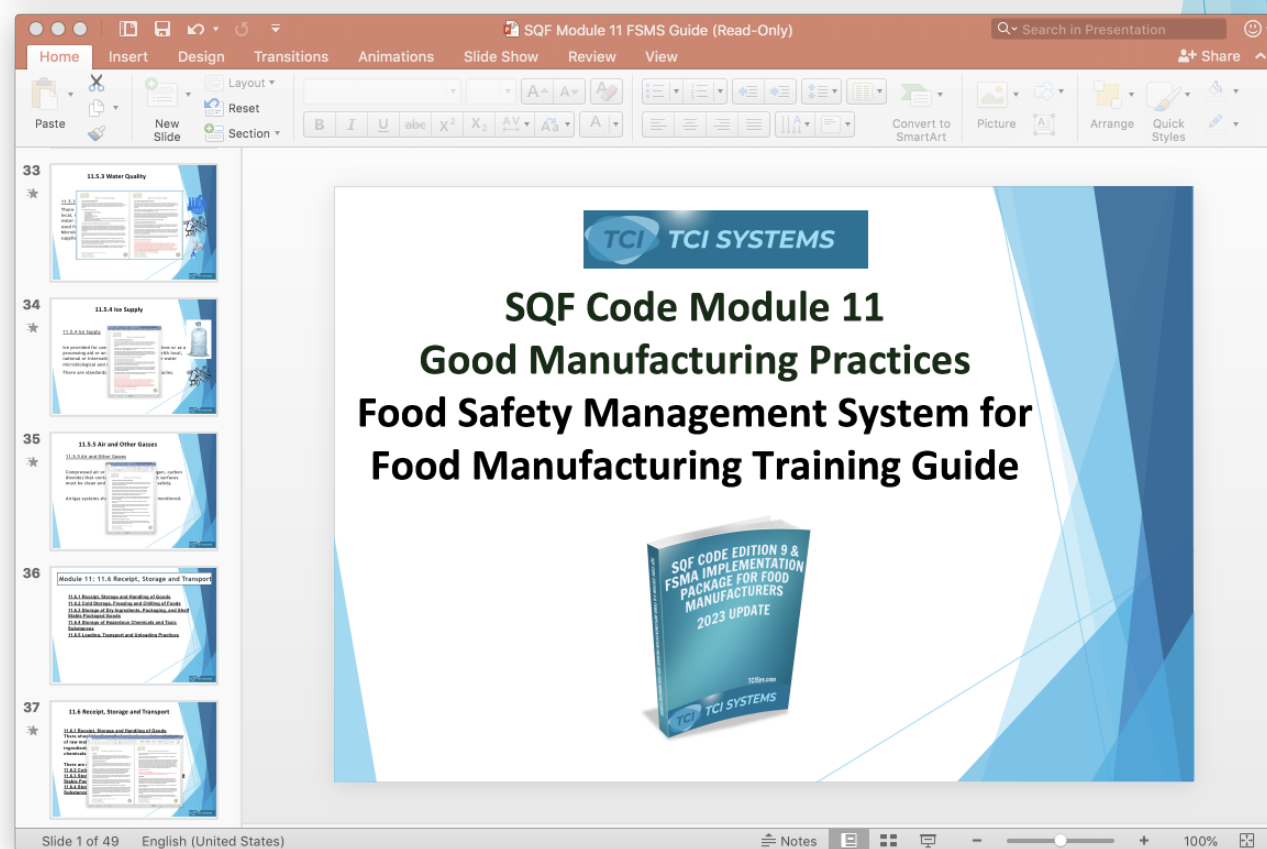
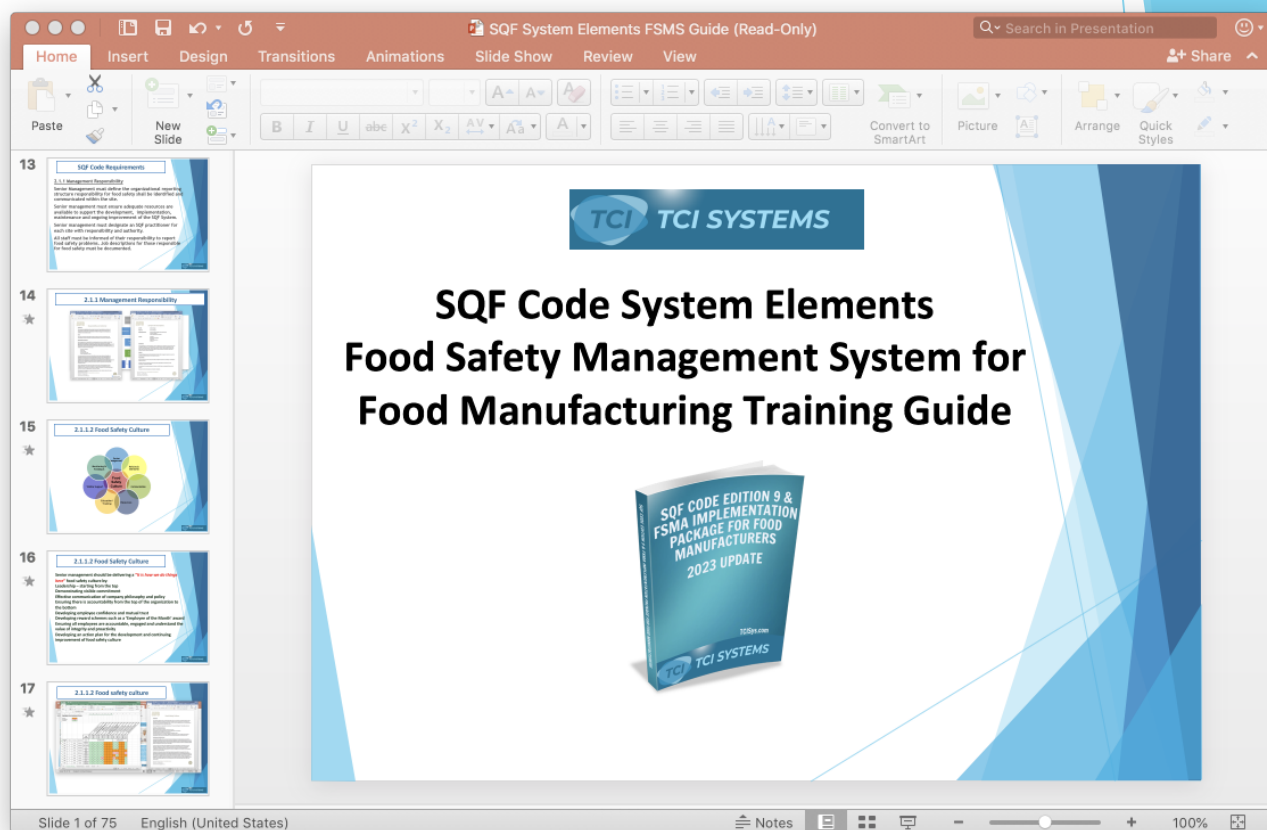
- ✓ Step One: Introducing the SQF Food Safety System
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Food Safety Management Implementation
- ✓ Step Four: Good Manufacturing Practices Implementation
- ✓ Step Five: Project Planning
- ✓ Step Six: HACCP Implementation
- ✓ Step Seven: Training
- ✓ Step Eight: Final Steps to SQF Certification



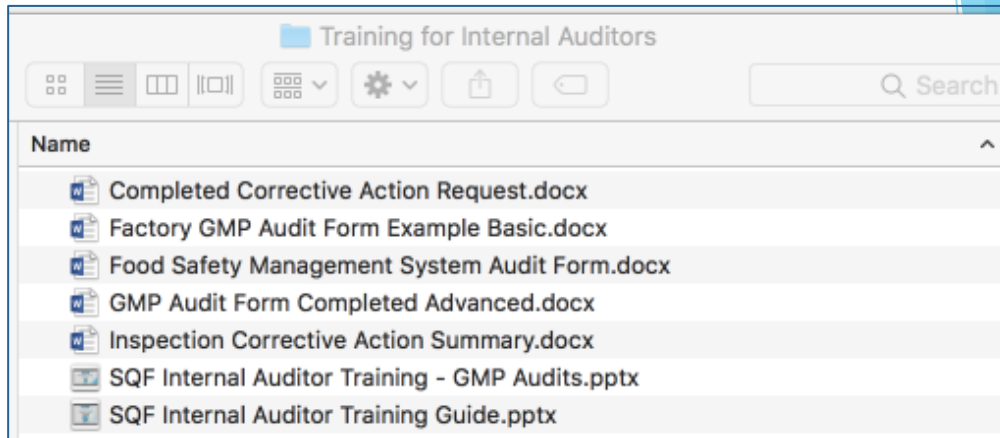


# There are three sub-folders in the Implementation Tools Folder; SQF FSMS Training Presentations, Unannounced Audit Protocol and Training for Internal Auditors

## Introduction to the SQF Food Safety Management System Training Modules



# Supplementary Internal Auditor Training & Templates



## There are Sample Auditing, Inspection and Corrective Action Forms

Food Safety Management System Audit Form

Date of Audit: 1<sup>st</sup> December 2022 Time of Audit: 14:00hrs

Auditor: Anne Auditor Auditee: Warehouse Manager

Procedure Document or Area Audited: Warehouse (All activities and procedures)

Manual: Food Safety Document Number: GMP 11.6 Area: Receipt, Storage and Transport Issue Number: 0

Summary of Audit including Conformances (Completed by Auditor)

Generally, Receipt, Storage and Transport Procedures were found to be current and in order. Document GMP 11.6 Receipt, Storage and Transport was found to be the current revision and dated 7<sup>th</sup> November 2022. 3 Major and 3 minor non-conformances have been raised. The major non-conformances require urgent attention.

Non-Conformances Found (Completed by Auditor)

Non-Conformance Notification 0001 raised (Minor) - There was no spacing between pallets for inspection. Packaging in storage was not wrapped for protection.

Non-Conformance Notification 0002 raised (Major) - Goods transferred to the factory were not covered. Where possible they should be on plastic pallets. Goods were found on the floor.

Non-Conformance Notification 0003 raised (Minor) - The Quarantine Area was not separate from other storage and it was not maintained in a clean and tidy condition.

Non-Conformance Notification 0004 raised (Minor) - Cold store door does not have strip curtains and was left open.

Non-Conformance Notification 0005 raised (Major) - Ingredient storage was not controlled & segregation in place to prevent cross-contamination.

Non-Conformance Notification 0006 raised (Major) - Each member of staff should have a training record, especially staff who are carrying out critical product checks.

Document Reference Food Safety Management System Audit Form Revision 0 1<sup>st</sup> November 2022 Owned by: Quality Manager Authorized by: General Manager

Factory GMP Audit

Area of Audit: Mixing Room

Responsible Manager: Andy Manager

Auditor (if Applicable): Andy Supervisor

Date of Audit: 22/1/2023

Auditor Name: Andy Auditor

Auditor Signature: Andy Auditor

Scoring System

1 Unacceptable - Immediate Attention

2 Poor - Urgent Attention

3 Average - Improvement Needed

4 Good - Improvement Possible

5 No Improvement Possible

Personal Hygiene

Overall/Score

Score

Comments

Waste Disposal

Score

Comments

PEK's / Insectocutors

Score

Comments

Non-Structural/Minor Damage

Score

Comments

Factory GMP Audit

Doors

Displays/panels

Flexible pipes

Hose pipes

Leaks

Hygiene & Housekeeping (Non-Structure)

Score

Comments

Cleaning equipment

Chemicals

Tanks

Maintenance tools

Plungers/paddles

Soak baths/tanks

Pumps

Steps/tables

Filling Areas Only

Score

Comments

Filler Name

Filler Perspex/metal guards

Filling heads

Conveyor

Packaging

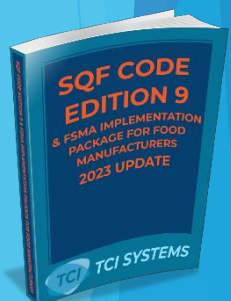
Additional Comments

Glass and Perspex items require numbering

Some end caps are required

Overall a good standard of hygiene and housekeeping was observed in this area

Document Reference Factory GMP Audit Revision 1 2<sup>nd</sup> January 2023 Owned by: Quality Manager Authorized by: General Manager



# Supplementary Internal Auditor Training & Templates

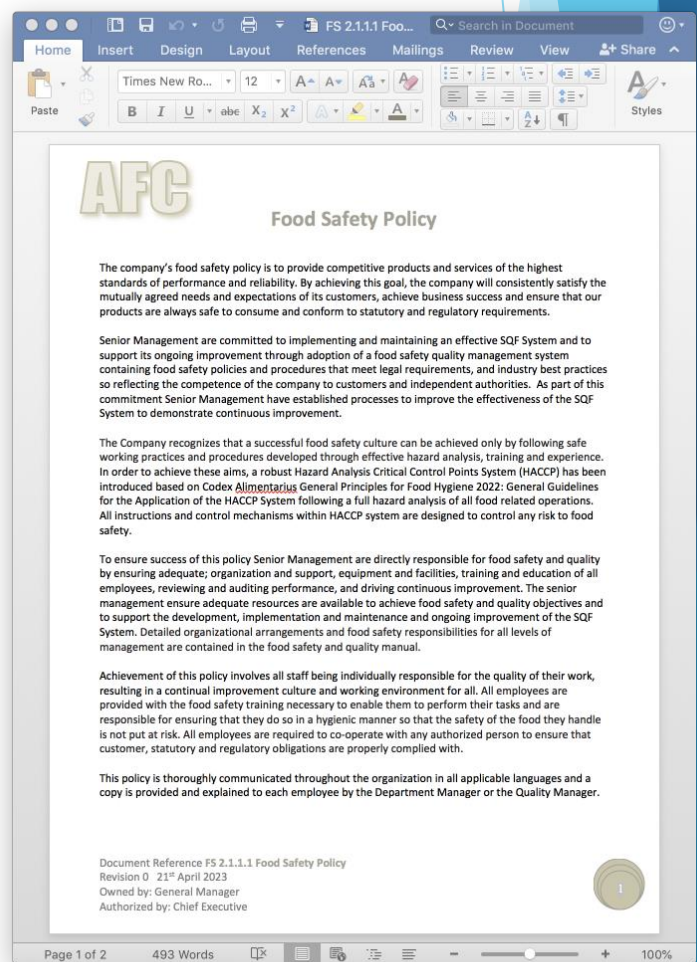
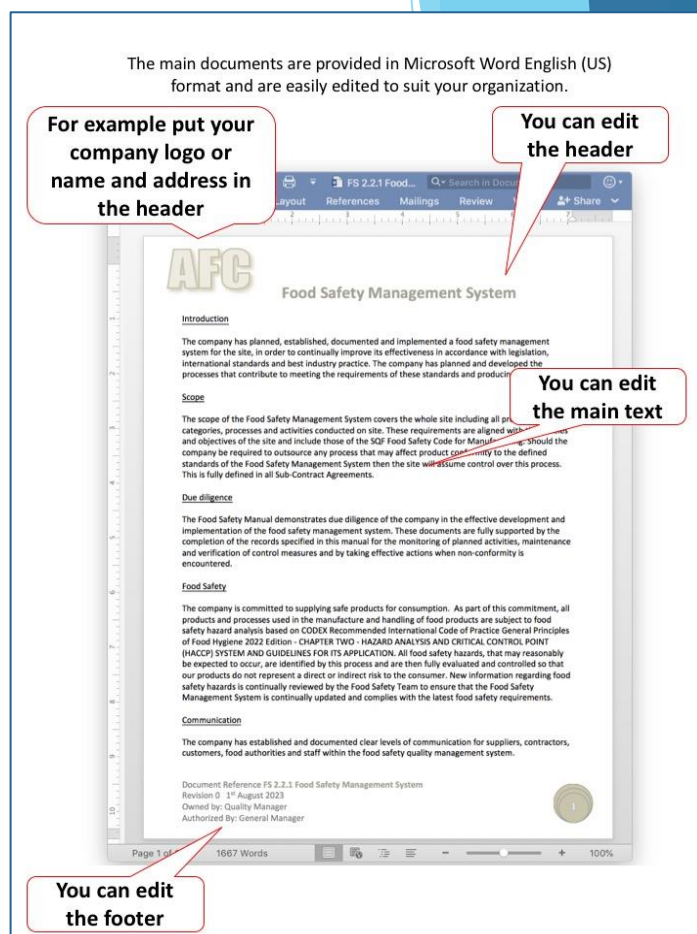
FS 2.5.4 Internal Audits & Inspections Procedure is supported by two Auditor training presentations and sample auditing forms.

The screenshot shows the first slide of a presentation titled "SQF Internal Auditor Training Guide (Read-Only)". The slide features the TCI Systems logo at the top, followed by the title "Internal Audit Training" in large, bold, black text. Below the title is an image of a book titled "SQF CODE EDITION 9 & FSMA IMPLEMENTATION PACKAGE FOR FOOD MANUFACTURERS 2023 UPDATE". The left sidebar shows a list of slides, with slide 1 highlighted. The bottom status bar indicates "Slide 1 of 58" and "English (United States)".

The screenshot shows the first slide of a presentation titled "SQF Internal Auditor Training - GMP Audits (Read-Only)". The slide features the TCI Systems logo at the top, followed by the title "Internal Auditor Training GMP Audits" in large, bold, black text. Below the title is an image of a book titled "SQF CODE EDITION 9 & FSMA IMPLEMENTATION PACKAGE FOR FOOD MANUFACTURERS 2023 UPDATE". The left sidebar shows a list of slides, with slide 1 highlighted. The bottom status bar indicates "Slide 1 of 53" and "English (United States)".



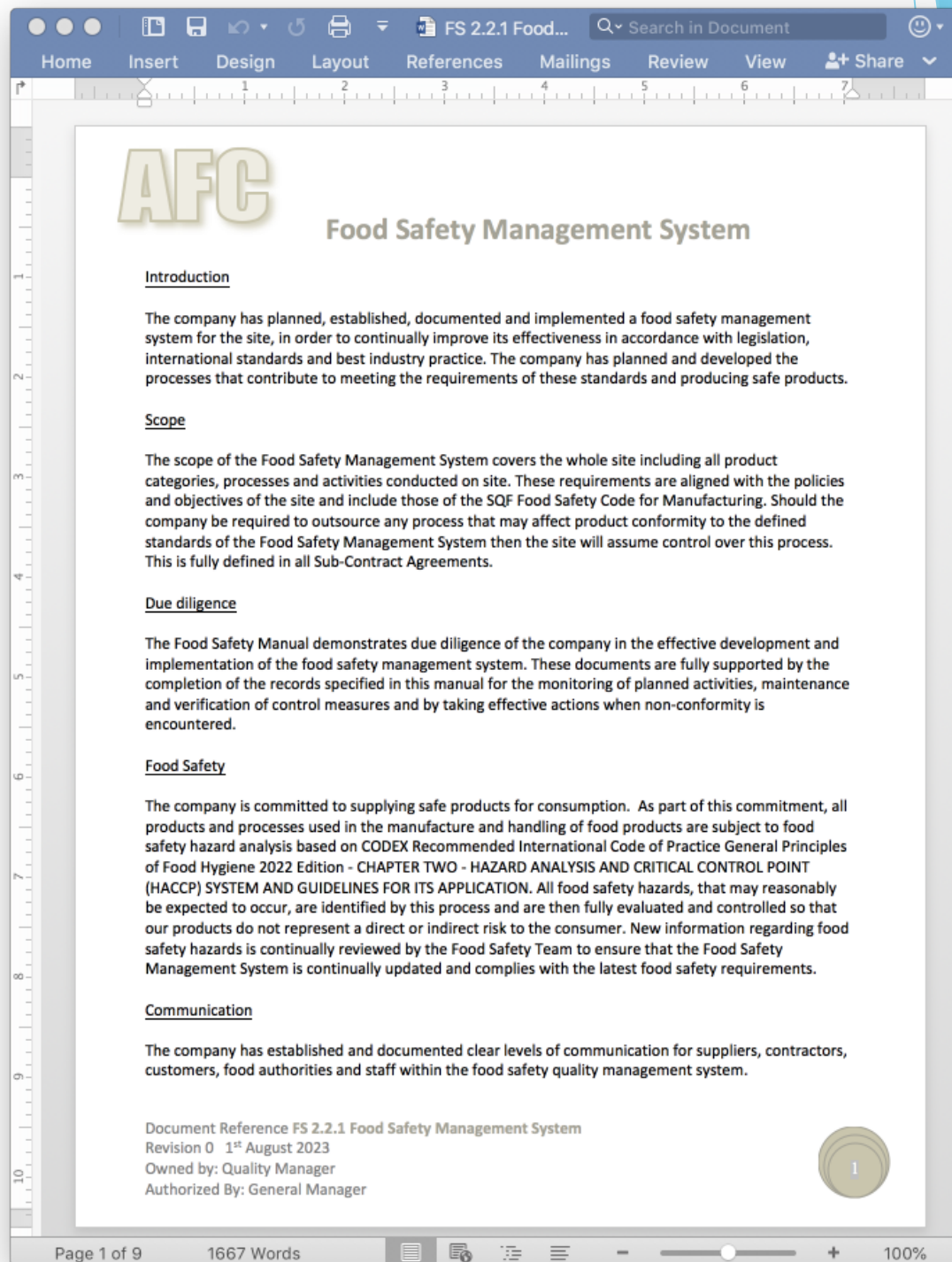
# The next folder to open is the Food Safety Management System Templates folder





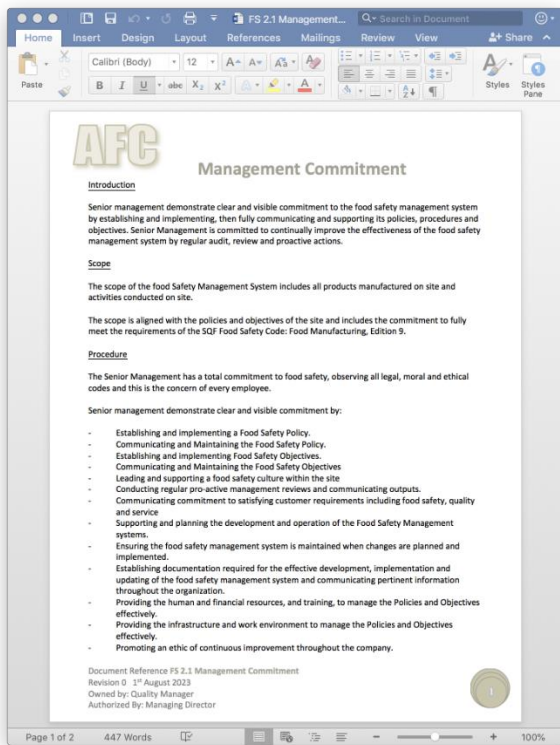
These Food Safety Management System Templates match the clauses of the SQF Code and comply with System Elements for Food Manufacturing.

The Food Safety Management System procedure templates form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.



Procedures are written in Microsoft Word (US English)

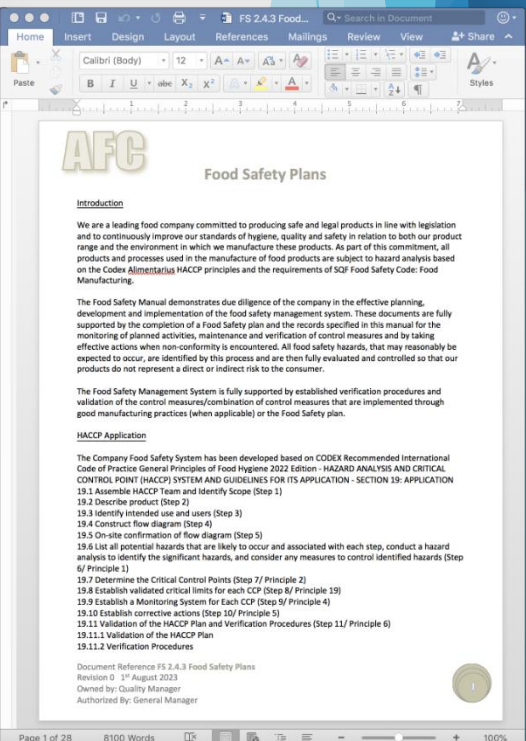
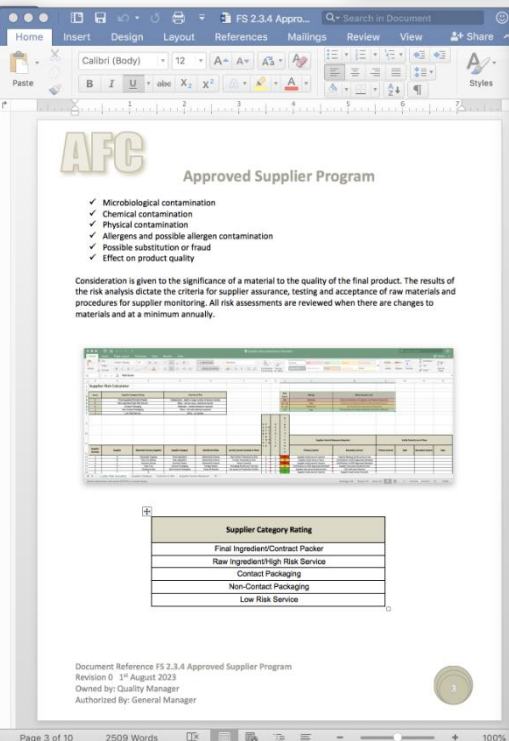
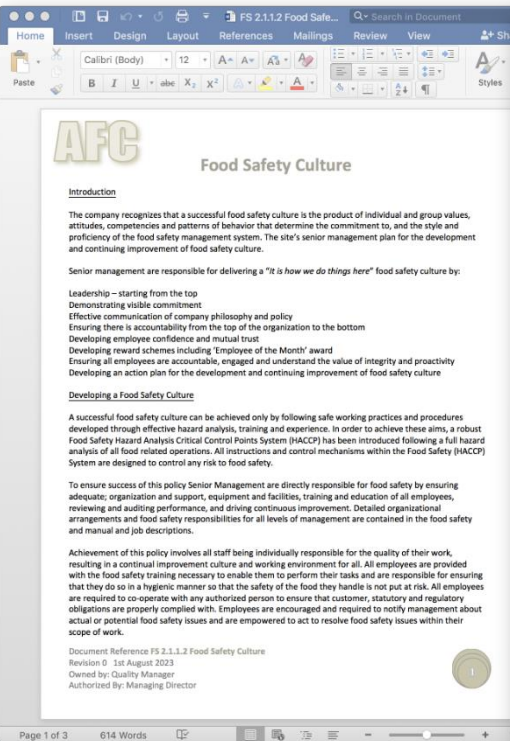
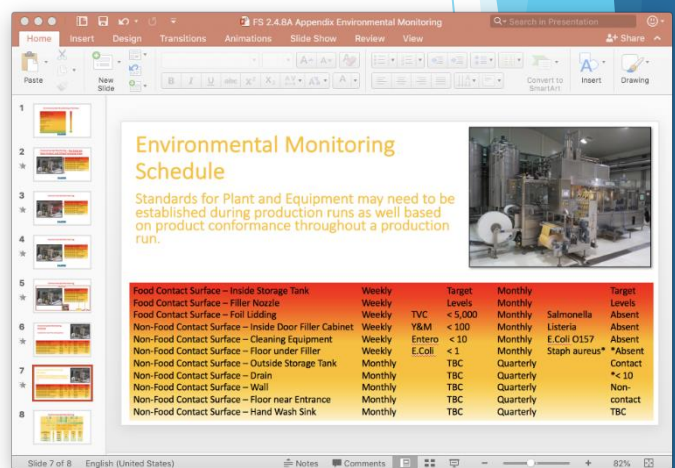
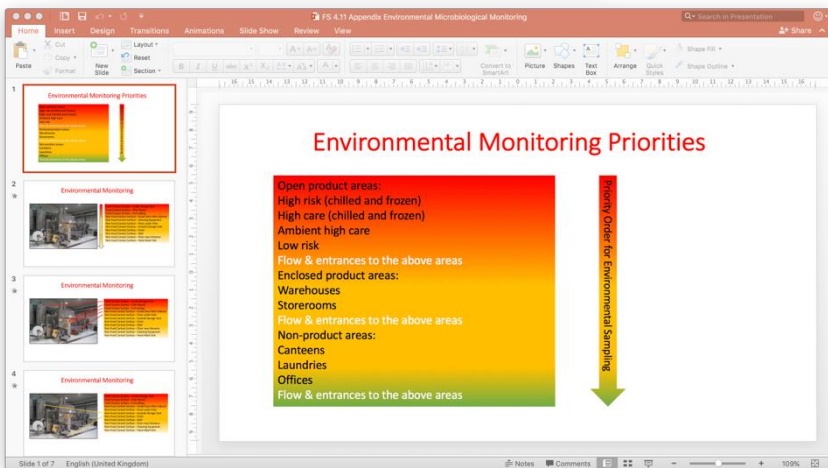
# Package Document Examples



## Expected Behaviors of all Personnel



- ✓ Contribute to company objectives
- ✓ Compliance with company procedures
- ✓ Correctly completing documentation and records as required by your role within the organisation
- ✓ Adhere to Hygiene rules and comply with expected personnel standards
- ✓ Report non-conforming products or equipment
- ✓ Report any issues or areas of concern that may affect product safety, authenticity, legality or quality
- ✓ Report any problems with pests
- ✓ Ensure site security procedures are followed and unknown visitors are challenged
- ✓ Adopt a 'clean as you go' policy
- ✓ Contribute to hygiene and housekeeping standards
- ✓ Make suggestions for improvement





## Package Document Examples

FS 2.6.2 Product Trace [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

Q-QMR

Share

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B I U X<sub>2</sub> X<sup>2</sup>

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# AFC

## Product Trace

### Introduction

The company has established, implemented, documented a trace system for all product components. This procedure defines how materials and finished products are uniquely identified and traceable as required by the Food Safety Management System.

### Scope

This procedure applies to all process steps where controls are exerted include raw material intake, ingredients and packaging, work-in-progress, final product and dispatched shipment to customer.

### Procedure

A system for identification and traceability of product batches is maintained which, in the event of food safety incidents will enable tracking of material batches (including processing aids) through to distributed batches of finished product using label detail and expiry code. For a traceability to be enacted the product expiry code must be known.

The company traceability system takes both the form of documented records and plc program, which enables a full product history to be produced in a timely manner.

Traceability records by Label and Expiry date are maintained and retained for all product batches. This allows the site to trace materials from goods receipt to customer for every delivery. Records are maintained of raw material and packaging usage and finished product volumes. Procedures ensure that label use is reconciled, and any inconsistencies investigated and resolved. Finished product labels are retained – see FS 2.6.3C Label Retention and Check.

Reworked material also remains identifiable and traceable. Where rework or any reworking operation is performed, traceability is maintained by completing traceability records to the finished product to ensure that product safety or legality is not compromised e.g. allergy status, identity preservation and ingredient declarations.

The traceability will provide details on all parts of the product from raw material intake through to filling time. The traceability entails tracing a product backwards from finished package to its raw materials, ensuring that all associated chemical, physical and microbiological tests, cleaning of equipment and all relevant paperwork has been completed and is within specification.

A mass balance exercise is conducted from of raw material and packaging usage and finished product volumes to ensure that all finished products are accounted for.

Document Reference FS 2.6.2 Product Trace

Revision 0 1<sup>st</sup> August 2023

Owned by: Quality Manager

Authorized by: General Manager

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## Product Trace

For all products, the following information is traceable from the product expiry code:

Stage	Details	Relevant Record
Raw Material Intake	Time, Date, Temperature, Batch Code, Supplier, Amount, COC or COA	FSR Raw Material Intake Record
Packaging Intake	Batch Code, Date, Supplier, Amount, COC or COA	FSR Packaging Intake Record
In-Process batches	Records all Ingredients mixed including Reworked material. Batch Code	FSR In-Process Record
Process Records	Hot/Cold Temperature and Time. Batch Code	FSR Process Record
Bulk Storage Records	Temperature and Time. Batch Code	FSR Bulk Storage Records
Production Records	Time, Date, Label, Expiry Code, Code of Packaging, Temperature, Quantity, Product & Packaging Reconciliation. Batch Code	FSR Production Records
Storage Record	Time, Date, Label, Expiry Code	FSR Storage Record
Dispatch Records	Time, Date, Label, Expiry Code, Amount, Customer	FSR Dispatch Record
Critical Control Records	For all Control Points	FSR Critical Control Records
Cleaning Records	For all stages	FSR Cleaning Records
Delivery Records	Customer & Location Time, Date, Label, Expiry Code, Amount	FSR Delivery Record

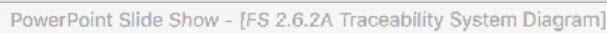
The effectiveness of the product trace system is reviewed at least annually as part of the product recall and withdrawal review. These exercises and any corrective actions are documented. Where there is a requirement to ensure identity preservation within the supply chain, e.g. to use a logo or make claim to a product characteristic or attribute appropriate control and testing procedures are put in place.

Document Reference FS 2.6.2 Product Trace

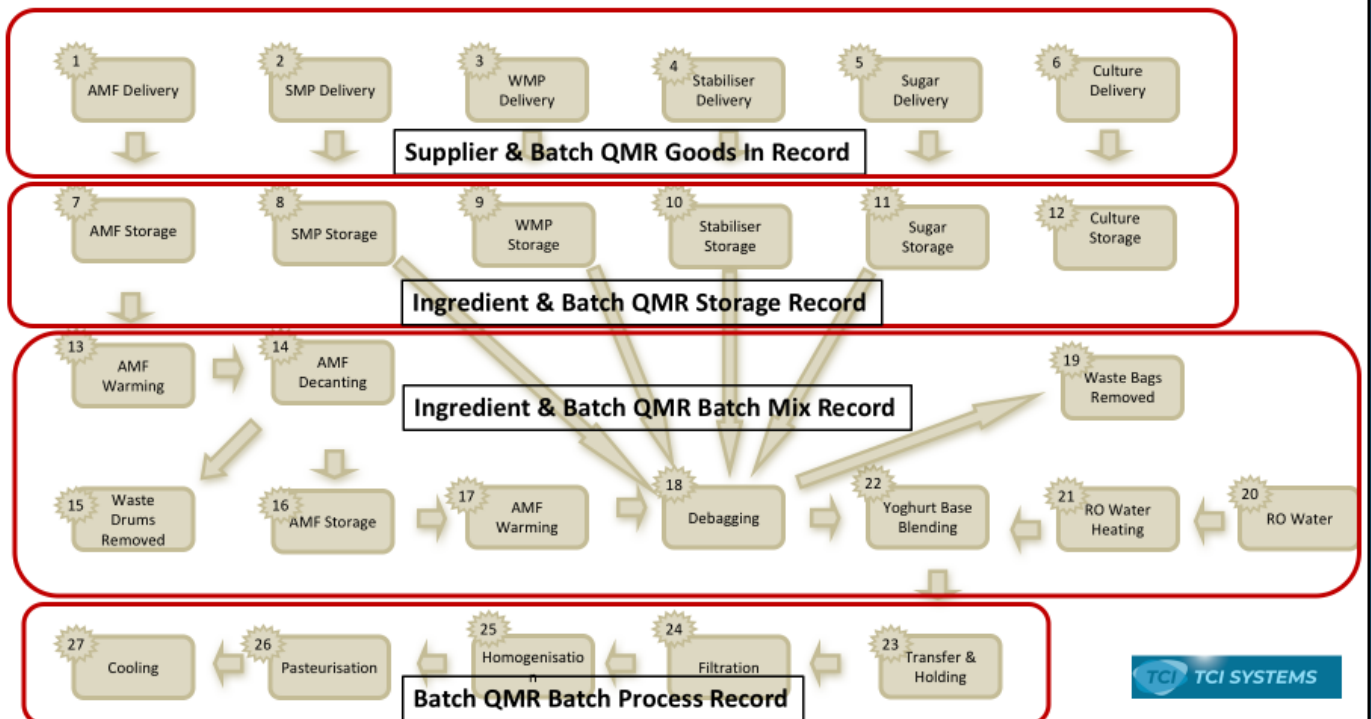
Revision 0 1<sup>st</sup> August 2023

Owned by: Quality Manager

Authorized by: General Manager



### FS 2.6.2A Traceability System Diagram



# FS 2.3.1A Development Supplementary Documents Folder

FS 2.3.1 Product Design & Development Procedure is supported by supplementary Product Design & Development documents and forms and a Product Development Plan

NPD 001 Product Development Plan [Compatibility...]

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**Product Development Plan**

Stage	Responsibility	Date	Signed
<b>STAGE 4: Factory trials</b>			
- Food Safety Team approve factory trial			
- Sign off/ approval of any new equipment			
- Positively release ingredients for factory trial			
- Trial appraisal forms/ report completed			
- Yield Analysis			
- Statistical Analysis			
- Set Points Established			
- Process capability study completed			
- Initial Standards Tolerances set			
- Scale up to production level			
- Initial Packaging Trials undertaken			

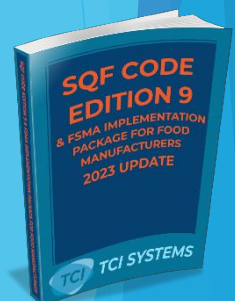
Document Reference Product Development Plan NPD 001  
Revision 0 1<sup>st</sup> August 2023  
Owned by: Development Manager  
Authorized By: Quality Manager

Page 3 of 8 588 Words English (US) 100%

Supplementary Product Development Tools

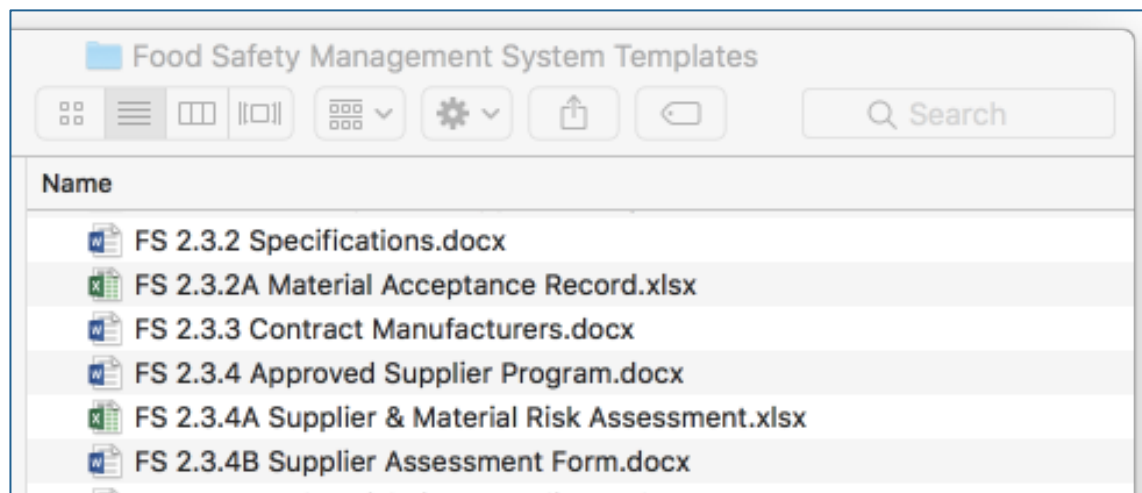
Search

Name
FPSPEC 001 Whole Milk Summer F...lo Yoghurt 100g Specification.docx
FPSPEC 002 Whole 3.5% UHT Milk Specification.docx
FPSPEC 003 1.5% Natural Set Yoghurt Specification.docx
NPD 001 Product Development Plan.docx
NPD 002 Product Development Brief Sign Off Form.docx
NPD 003 Artwork Approval Form.docx
NPD 004 Market Review Form.docx
NPD 005 Project Request Form.docx
NPD 006 Development Recipe Sheet.docx
NPD 006 NPD Costing Form.docx
NPD 007 Taste Panel Form.docx
NPD 008 Factory Trial Assessment Form.docx
RMS 001 Milk Powder Specification.docx
RMS 002 Refined White Sugar Specification.docx
RMS 003 Cocoa Powder Specification.docx
RMS 004 Chocolate Specification.docx
RMSP 001 Fruit Conserve Sample Plan.docx





# Supplementary Supplier Assessment Documents and Tools



There are assessment tools and sample records, some of which are in the Sample FSMS Record Templates Folder

HomeInsertPage LayoutFormulasDataReviewView

Supplier and Material Risk Assessment

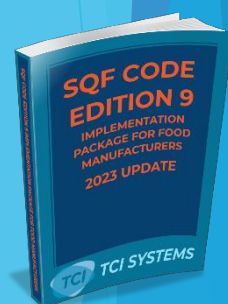
Supplier & Material Risk Calculator

Allergens and possible allergen contamination

Score	Supplier Category Rating	Severity of Risk	Risk Score	Rating	What should I do?
5	Final Ingredient/Contract Packer	Catastrophic - death or large number of serious injuries	25	Extreme	Close Surveillance of Supplier and Material Required
4	Raw Ingredient/High Risk Service	Major - serious injury, extensive injuries	16 - 20	High	Supplier and Material/Service Monitoring Required
3	Contract Packaging	Moderate - medical treatment required	8 - 15	Moderate	Material/Service Monitoring Required
2	Non-Contact Packaging	Minor - first aid treatment required	4 - 7	Low	Pre-requisites on Goods in Service Provision Sufficient
1	Low Risk Service	Minor - no injuries			

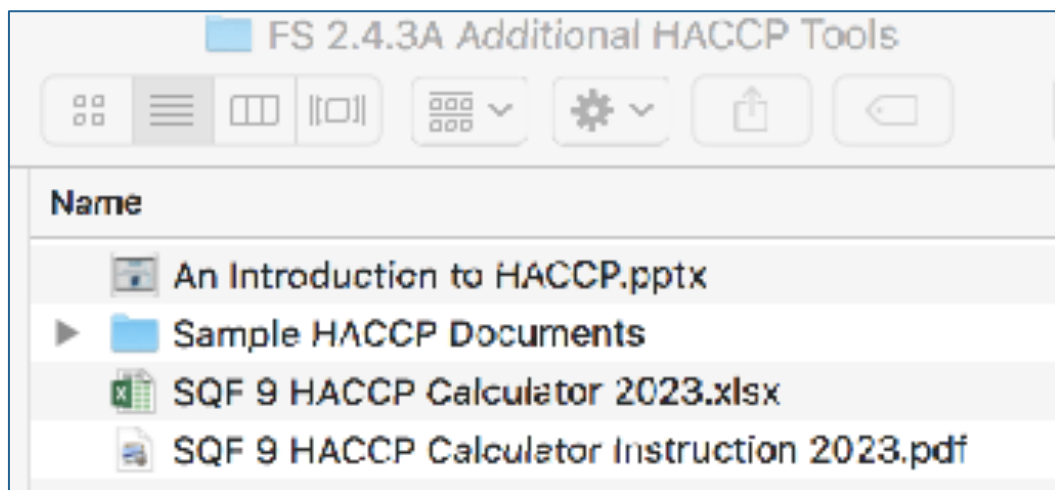
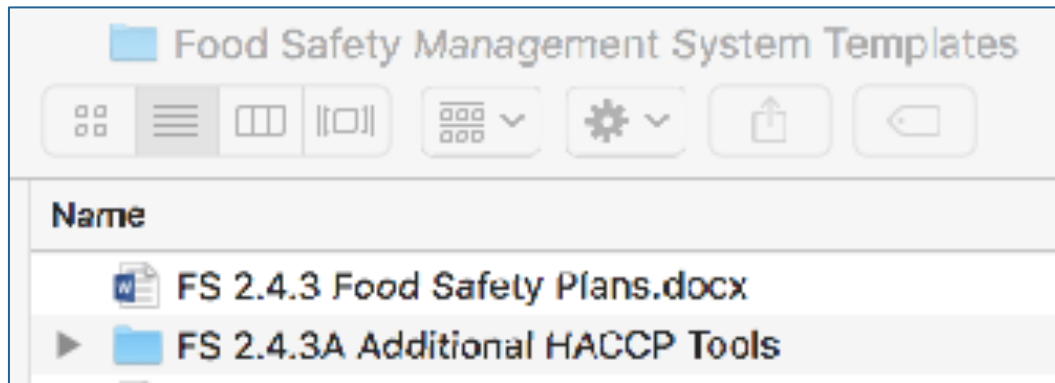
Supplier Number	Supplier	Materials/ Service Supplied	Supplier Category	Identify the Risks	Details of Hazard or Risk	List the Current Controls in Place	Supplier Control	Material Control	Supplier Control
1	A	Chocolate Topping	Final Ingredient	Microbiological contamination	Not Further Processed on Site	Supplier Audit every 6 months	Positive Release by Site prior to Use		
2	B	Flour for Baking	Raw Ingredient	Chemical contamination	Further Processed on Site	Supplier Audit every 2 Years	Certification to GFSI Approved Standard		
3	C	Contract Scones	Contract Packer	Chemical contamination	None Currently	Supplier Audit every 6 months	Certification to GFSI Approved Standard		
4	D	Cake Tray	Contact Packaging	Physical and possible allergen contamination	Packaging Reused and Inverted	Certification to GFSI Approved Standard	Supplier Assurance Questionnaire		
5	E	Cardboard Box	Non-Contact Packaging	Possible substitution or fraud	No access to Production Facility	Supplier Assurance Questionnaire	COC with each Delivery		

Supplier Risk Calculator | Supplier Category | Controls on Site | Risk & Hazards | Supplier Control Measures

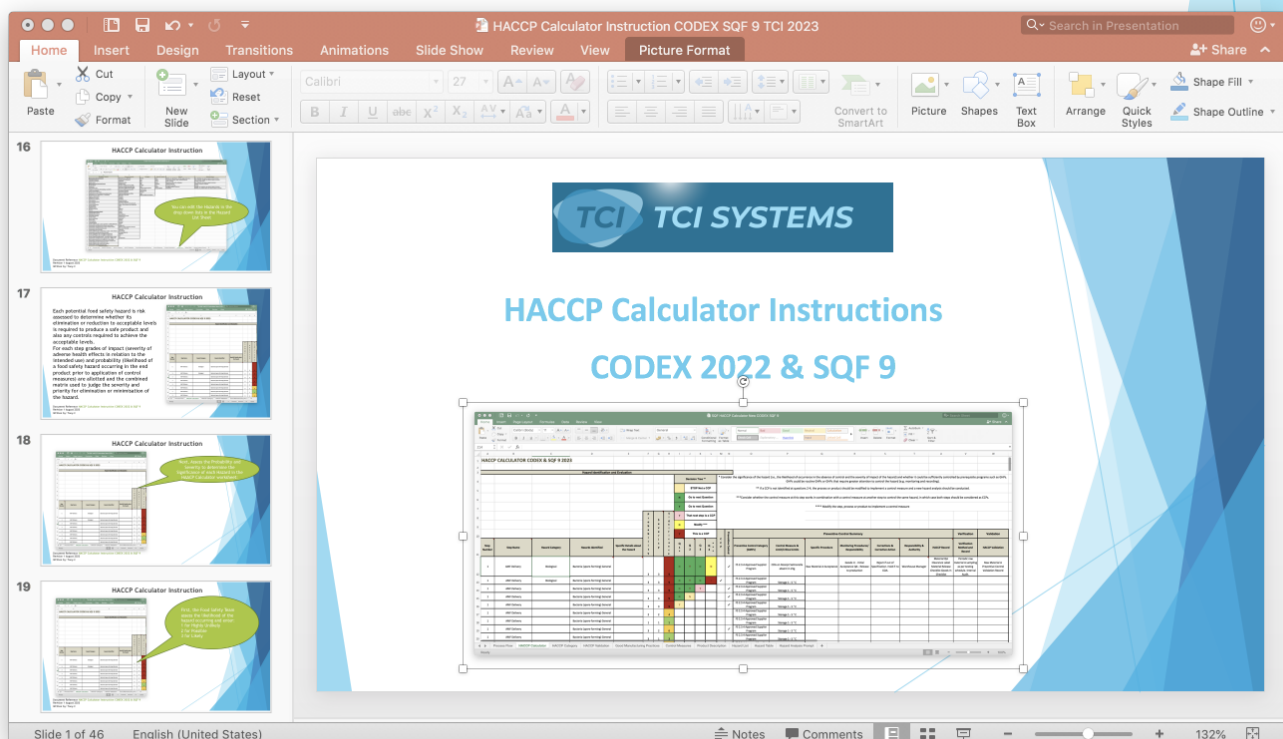


# Open the FS 2.4.3A Additional HACCP Tools Folder

## Procedure FS 2.4.3 Food Safety Plans is supplemented by various HACCP Tools, Training and Documents

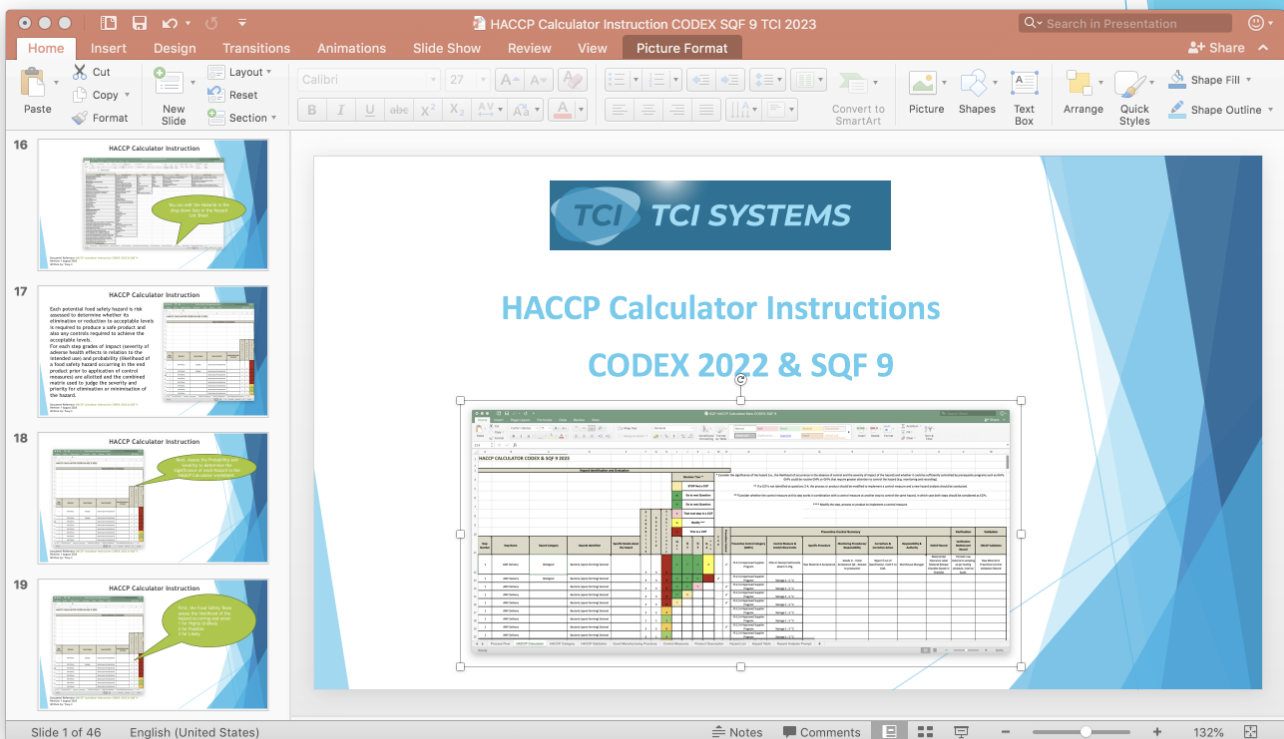


## Start with the HACCP Calculator and Instructions



## The HACCP Calculator and Instructions

# HACCP Calculator based SQF Edition 9 and CODEX General Principles of Food Hygiene 2022 Edition Chapter Two HACCP System and Guidelines for its Application including a new 2022 Decision Tree.



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# Introduction to HACCP 2022 PowerPoint Presentation

## HACCP Training based CODEX General Principles of Food Hygiene 2022 Edition Chapter Two HACCP System and Guidelines for its Application. Plus a new 2022 Decision Tree.

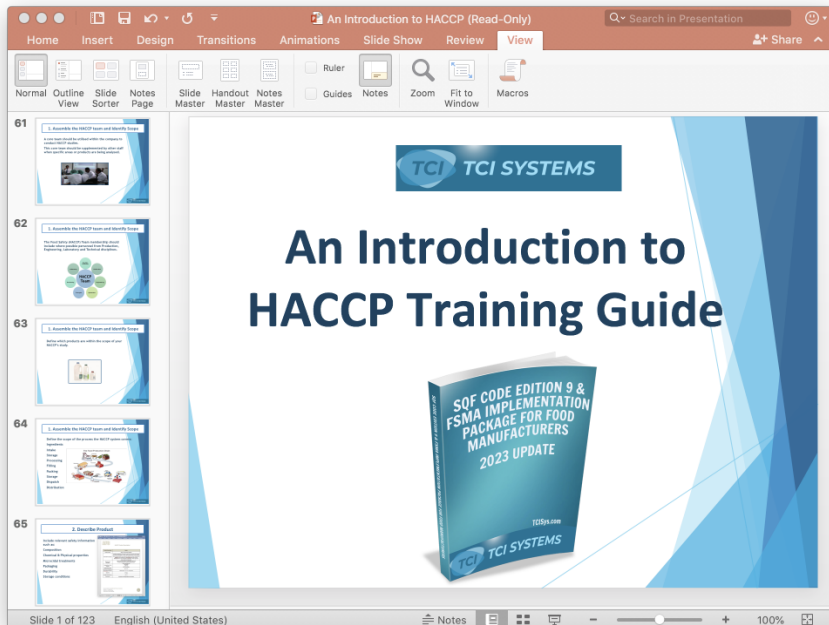
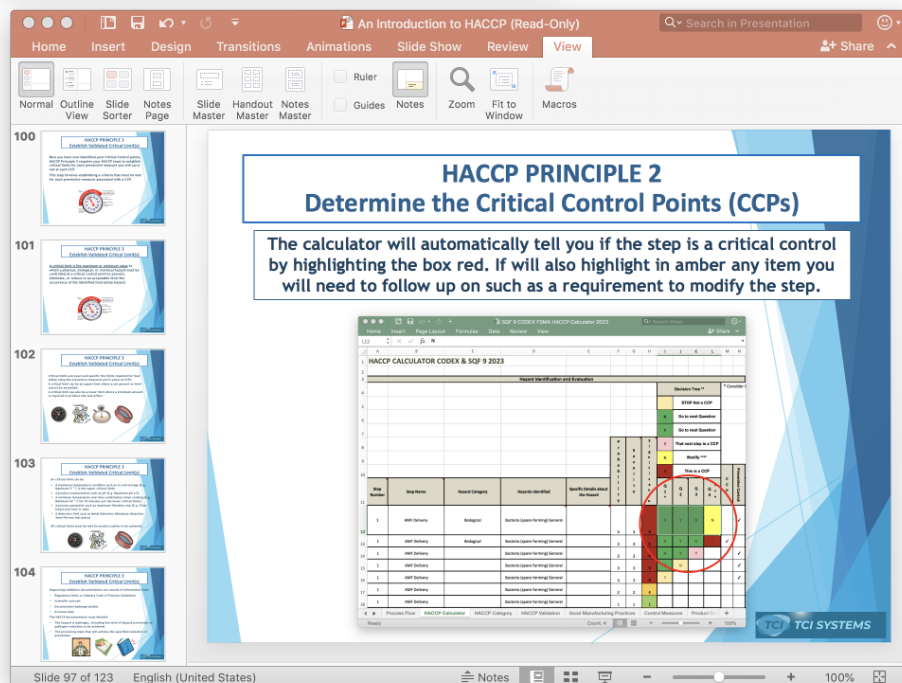
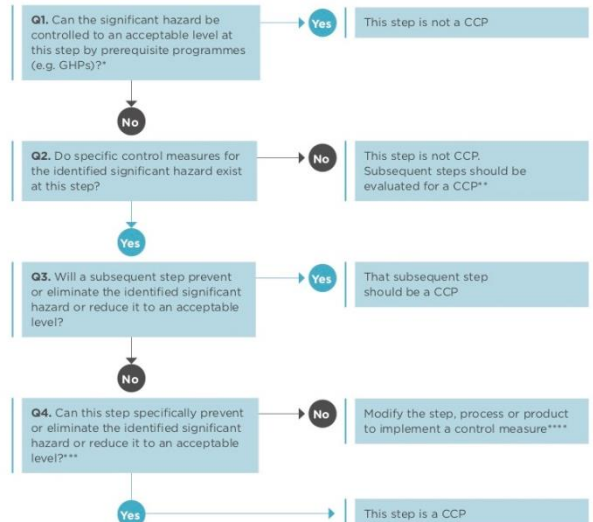
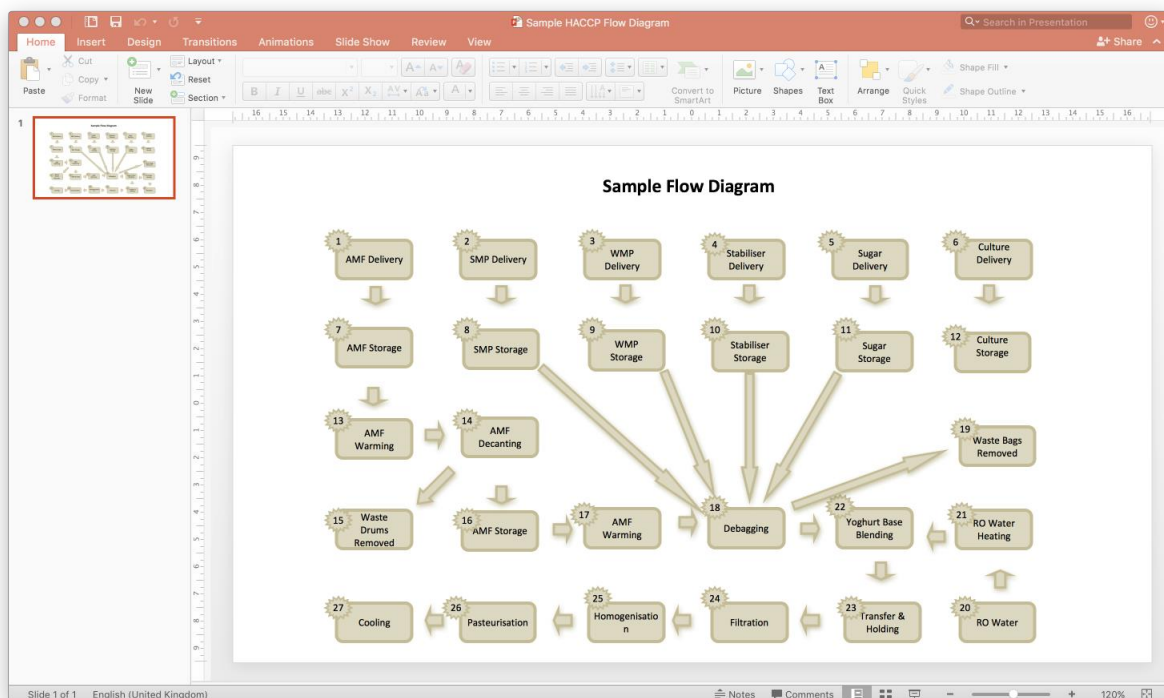
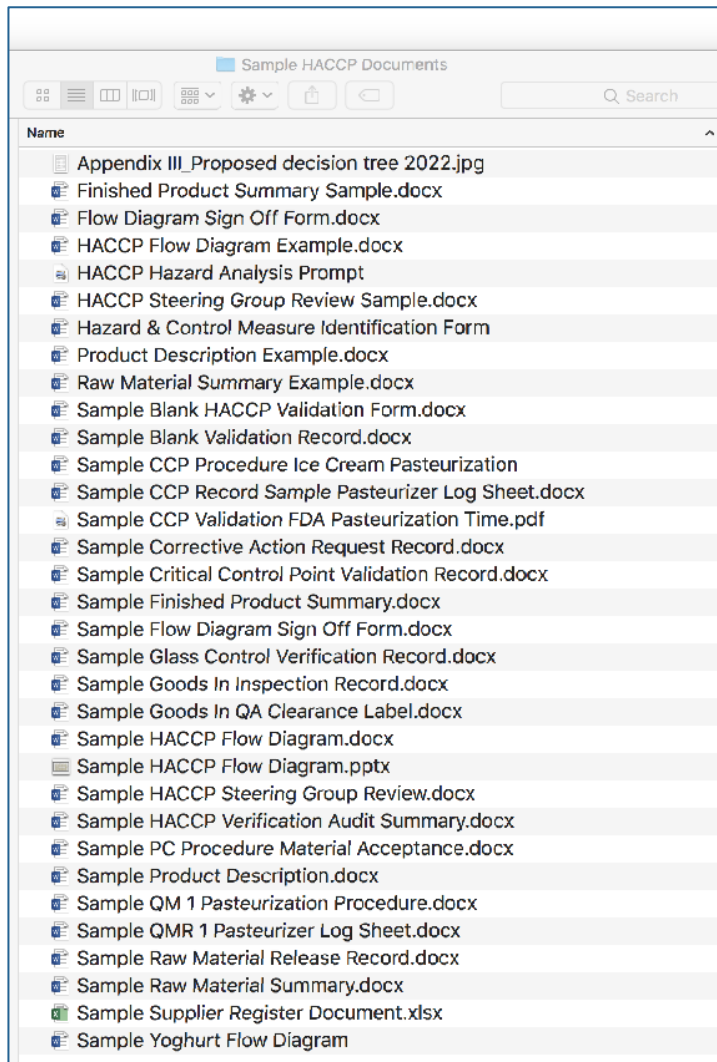


Figure 1 Example of a CCP decision tree – apply to each step where a specified significant hazard is identified



# Supplementary HACCP Documents, Guidance and Tools

Useful additional HACCP Documents are included



# There are supplementary HACCP document templates including Flow Diagrams, Product Description, a Hazard Analysis Prompt, an example Critical Control Procedure and various HACCP Records.

**AFC**

Pasteurizer Log Sheet

DATE: \_\_\_\_\_

Product:	Fill Tank:	Tank	Product	Fat %	Total Solids	Temp. (°C)	QC Sign
Feed Tank:							
Volume:							
Production Start Time:	Production End Time:	CIP Start/End Time:					
PARAMETERS	LIMITS	UNITS	TIME				
Flow Rate (CCP Maximum S250)	5000-5250	L/h					
Pre-heater In Temperature	45 - 55	°C					
Pasteurization Temp. (Homo in Temp.)	82 ± 2	°C					
Pasteurizer Out Press.	2.8-3.0	PI					
Homo in Press.	1.8-2.0	PI					
Pressure Difference (CCP)	Minimum 0.8	PI					
End Holding Temp. (CCP)	Min. 77.0	°C					
Product Outlet Temp. (CCP)	< 5	°C					
Homo Press. (1st/ 2nd Stage)	175/ 50	Bar					
Homo Pressure (Total)	225	Bar					
Glass & Perspex Items Check & Sign	Intact/No Cracks						
Sterilization Temperature	82 ± 2	°C					
Diversion Test Before Production	Minimum 77	°C					
Record Diversion Temperature & Sign							

Operator Name & Sign: \_\_\_\_\_ Supervisor Sign: \_\_\_\_\_

Document Reference Pasteurizer Log Sheet PAS 001  
Revision 0 1<sup>st</sup> August 2022  
Owned by: Production Supervisor  
Authorized by: Production Manager

**AFC**

Ice Cream Pasteurization Procedure

PARAMETERS	LIMITS	UNITS
Preheater in Temp.	45 - 50	°C
Holding time (CCP) Min. 15 seconds	Min 15	s
Pasteurizer in Press.	0.5 - 1.0	Bar
Pasteurization Temp.	73 ± 1	°C
End Holding Temp. (CCP) Min. 72.0 °C	73 ± 1	°C
F. Cooler Out Flow Rate	5.0-5.25	m³/h
Milk Outlet Temp.	4 ± 2	°C
Product Outlet Overpressure	> 1.0	Bar
Homo Press. (1st/ 2nd Stage)	150/50	Bar

Ensure that the Pasteurization Temperature is  $73 \pm 1$  °C (Min. 72 °C) and the holding time is a minimum of 15 seconds.

During processing, to change to another Ice Cream Tank put the pasteurizer on recirculation, change to the required tank then press forward flow.

When the product finishes flush the pasteurizer with water. Record the Volume Processed, Processing Time & Production End Time.

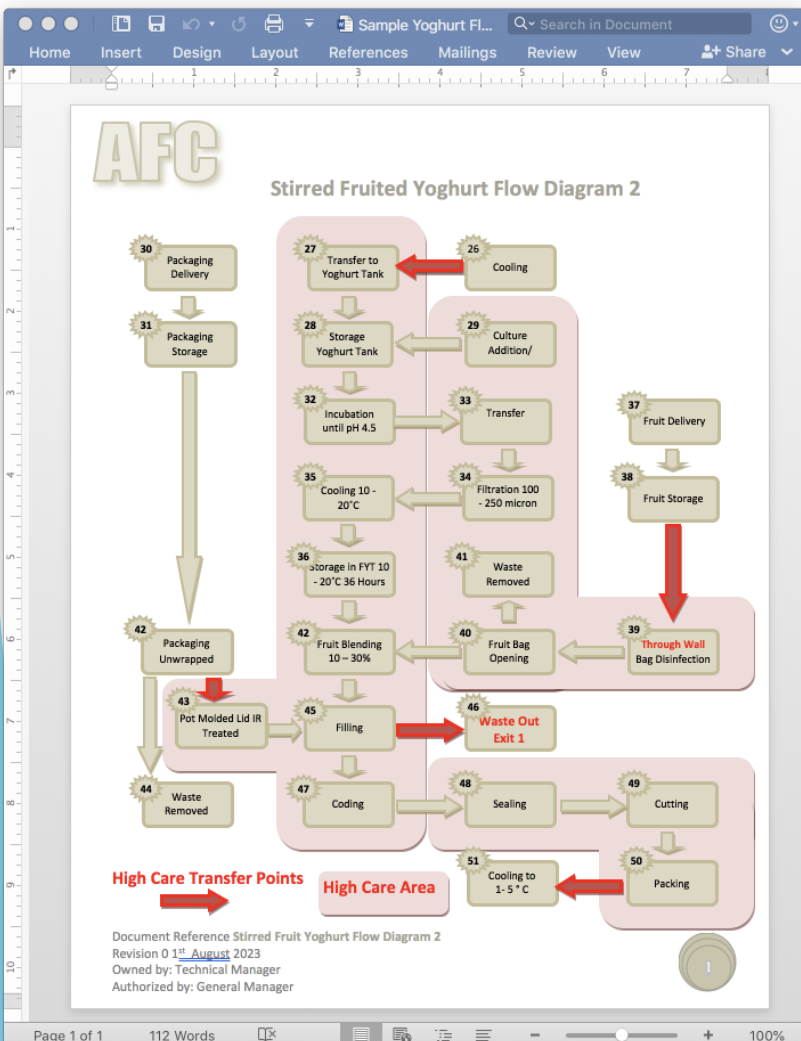
After rinsing proceed to Clean in Place. Record the CIP Start & End Times.

**IF ANY PROCESS PARAMETERS ARE OUT OF SPECIFICATION DO NOT CONTINUE TO PROCESS, PUT THE PASTEURISER ON RECIRCULATION AND CONTACT THE PASTEURISER SUPERVIZOR IMMEDIATELY.**

**REFERENCES**

1kg Ice Cream Specification SPEC 1  
FSR 1 Pasteurizer Log Sheet

Document Reference Ice Cream Pasteurization Procedure FS 1  
Revision 0 1<sup>st</sup> August 2022  
Owned by: Pasteurizer Supervisor  
Authorized by: Production Manager



**Hazard Analysis Prompt**

(iv) Transportation practices;	
(v) Manufacturing/processing procedures;	
(vi) Packaging activities and labelling activities;	
(vii) Storage and distribution;	
(viii) Intended or reasonably foreseeable use;	
(ix) Sanitation, including employee hygiene; and	
(x) Any other relevant factors, such as the temporal (e.g., weather-related) nature of some hazards (e.g., levels of some natural toxins).	

The hazard identification process should consider known or reasonably foreseeable hazards including:

(i) Biological hazards, including microbiological hazards such as parasites, environmental pathogens, and other pathogens	
(ii) Chemical hazards, including radiological hazards, substances such as pesticide and drug residues, natural toxins, decomposition, unapproved food or color additives, and food allergens	
(iii) Physical hazards (such as stones, glass, and metal fragments)	

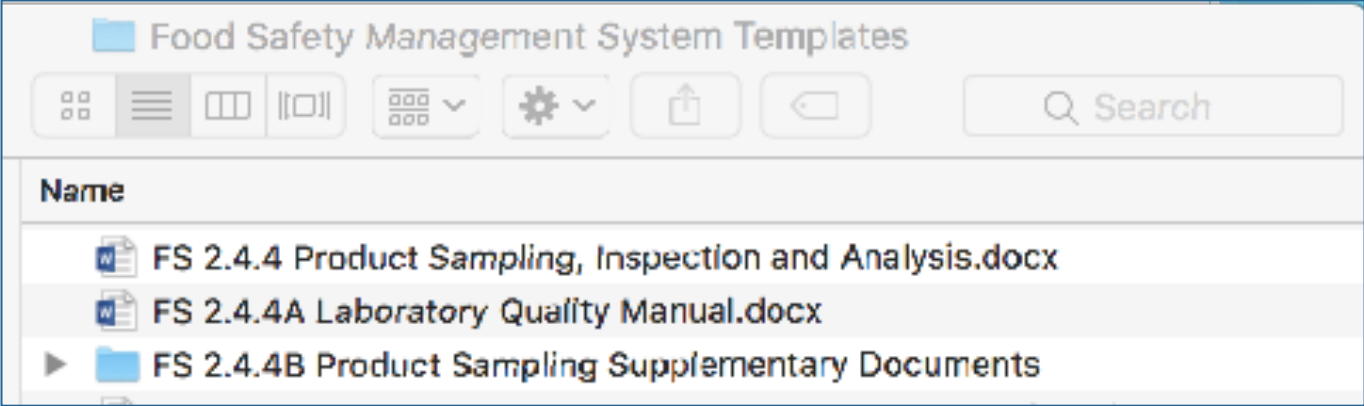
The hazard evaluation must include an evaluation of environmental pathogens whenever a ready-to-eat food is exposed to the environment prior to packaging and the packaged food does not receive a treatment or otherwise include a control measure (such as a formulation lethal to the pathogen) that would significantly minimize the pathogen.

The hazard identification process should consider known or reasonably foreseeable hazards that may be present in the food for any of the following reasons:

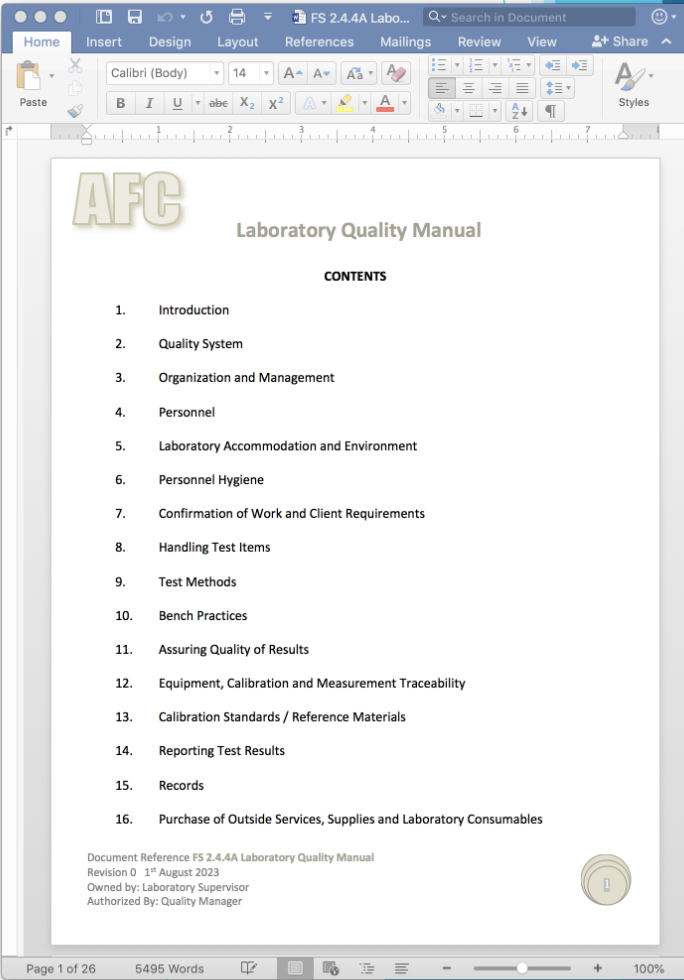
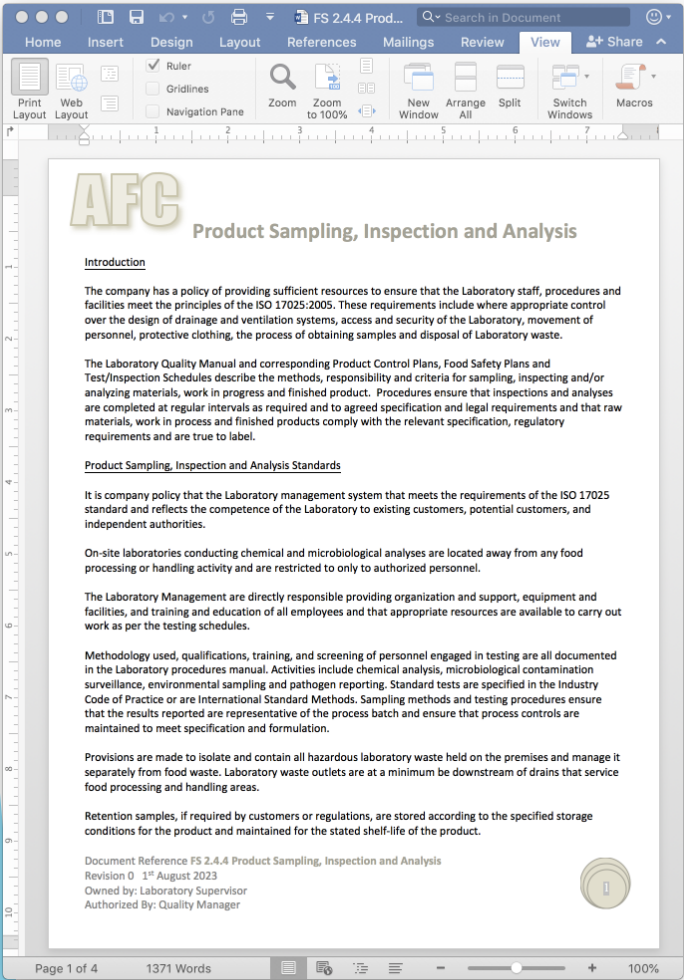
(i) The hazard occurs naturally; such as toxin production (such as aflatoxins or mycotoxins)	
(ii) The hazard may be unintentionally introduced; or (such as chemical contamination)	
(iii) The hazard may be intentionally introduced for purposes of economic gain. (such as melamine)	

**TCI SYSTEMS**

# Supplement to Product Inspection, Onsite Product Testing and Laboratory Analysis



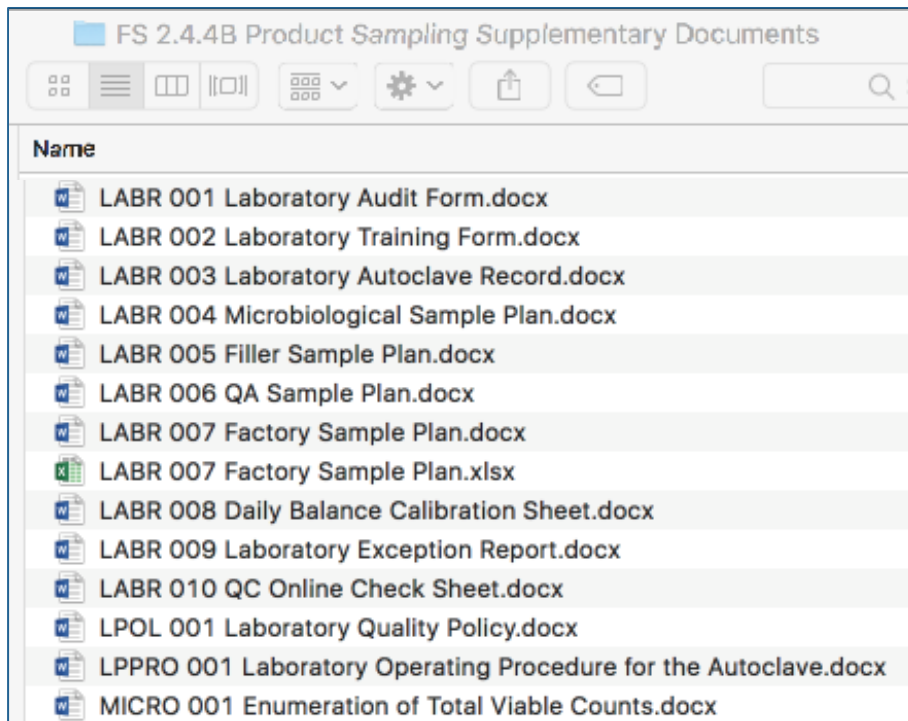
In addition to FS 2.4.4 Product Inspection, Testing and Analysis Procedure, a comprehensive Laboratory Quality Manual compliant with the requirements of ISO 17025 is provided in Microsoft Word format.





# Supplementary Product Inspection, Product Testing and Laboratory Analysis Documents

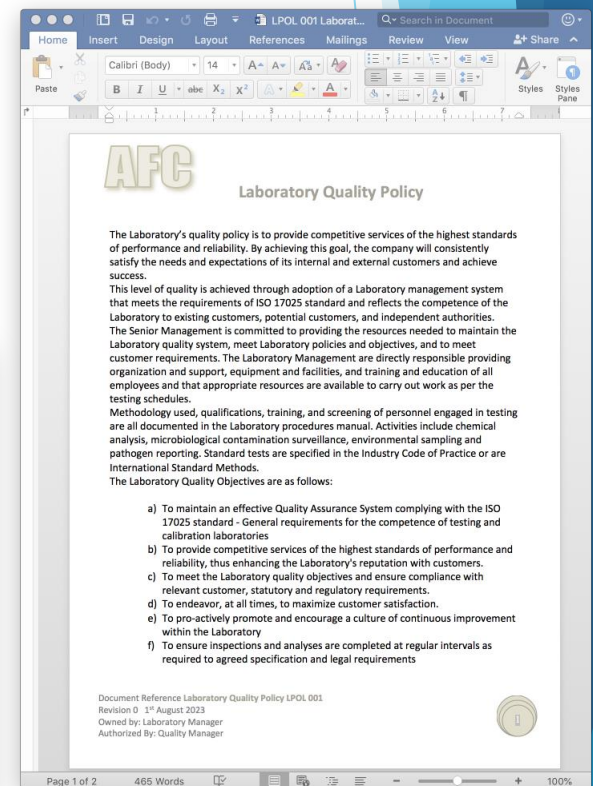
FS 2.4.4B Product Sampling Supplementary Documents Folder includes template records, procedures and product sampling plans.



AFC Factory Sample Plan

Sample	Point	Test / Inspection	Frequency	Standard	Method	Spec Ref	Record / Log
Liquid Ingredient 1	Tank	% AW	Each Load F & R	Max. 85%	AP 001	LSP 001	LBR 001
		% Fat	"	> 5%	AP 002	LSP 001	LBR 001
		% Acidity	"	0.1 - 0.2	AP 003	LSP 001	LBR 001
		Enterobacteriaceae	"	< 10/ml	MP 001	LSP 001	LBR 001
		TVC	"	< 10,000/cu/g	MP 002	LSP 001	LBR 001
		Phosphatase	"	Fast	AP 004	LSP 001	LBR 001
		Smell	"	Fresh Normal	AP 005	LSP 001	LBR 001
		Taste	"	Fresh Normal	AP 006	LSP 001	LBR 001
		Temperature	"	< 7 °C	AP 007	LSP 001	LBR 001
		Antibiotics	Each Load F & R	< 0.004 µg	AP 008	LSP 001	LBR 001
Ingredient in Storage	Silo	Age	Daily	< 48 Hours	AP 003	LSP 001	LBR 001
		% Acidity	"	0.1 - 0.2	AP 005	LSP 001	LBR 001
		Smell	"	Fresh Normal	AP 006	LSP 001	LBR 001
		Taste	"	Fresh Normal	AP 007	LSP 001	LBR 001
		Temperature	"	< 7 °C	AP 007	LSP 001	LBR 001
Ingredient B	Tank	% Fat	Each Flow Box	10% ± 1%	AP 003	LSP 001	LBR 001
		% Acidity	"	0.10 - 0.20	AP 003	LSP 001	LBR 001
		Temperature	"	< 7 °C	AP 007	LSP 001	LBR 001
		Enterobacteriaceae	"	< 10/cg	MP 001	LSP 001	LBR 001
		Phosphatase	"	Fast	AP 004	LSP 001	LBR 001
		Smell	"	Fresh Normal	AP 005	LSP 001	LBR 001

Document Reference Factory Sample Plan LAB 007  
Revision 0: 1<sup>st</sup> August 2023  
Owned by: Laboratory Supervisor  
Authorized By: Quality Manager



AFC Laboratory Daily Exception Report

Date:

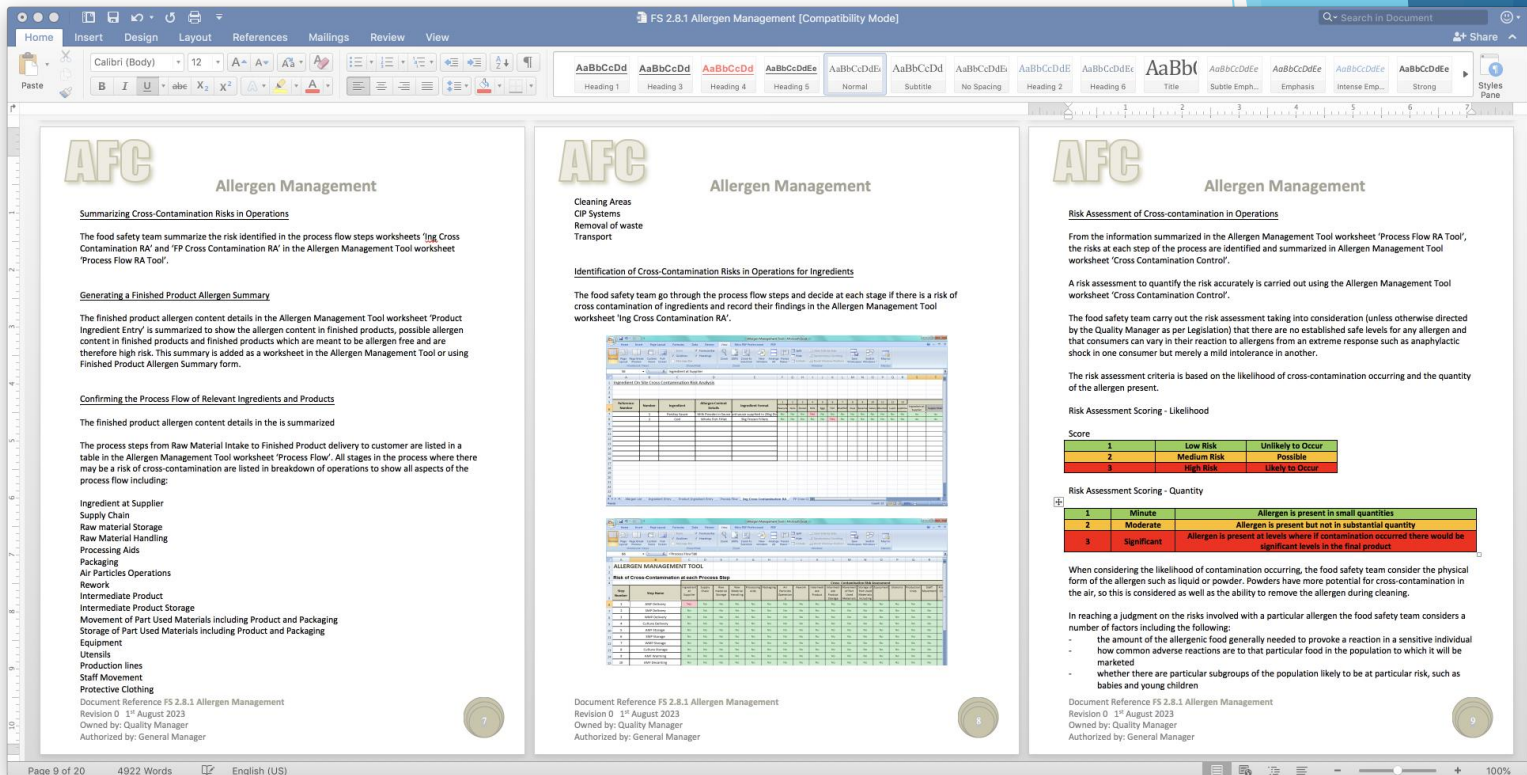
Area	RO Water	Process Checks	Fresh		Packing		
			Filler 1	Filler 2	1	2	3
Enteros							
ATP Swab/Rinse							
TVC							
AKQ							
Shelf Life							
Chemical Analysis							
Weight/Volume							

CIP Checks	Caustic Strengths Target 1.8 – 2.2%	Acid Strengths Target 1.3 – 1.7%	Report any issues with each CIP set
CIP 1			
CIP 2			
CIP 3			
CIP 4			

Document Reference Laboratory Daily Exception Report  
Revision 0: 1<sup>st</sup> August 2023  
Owned by: Laboratory Manager  
Authorized By: Quality Manager

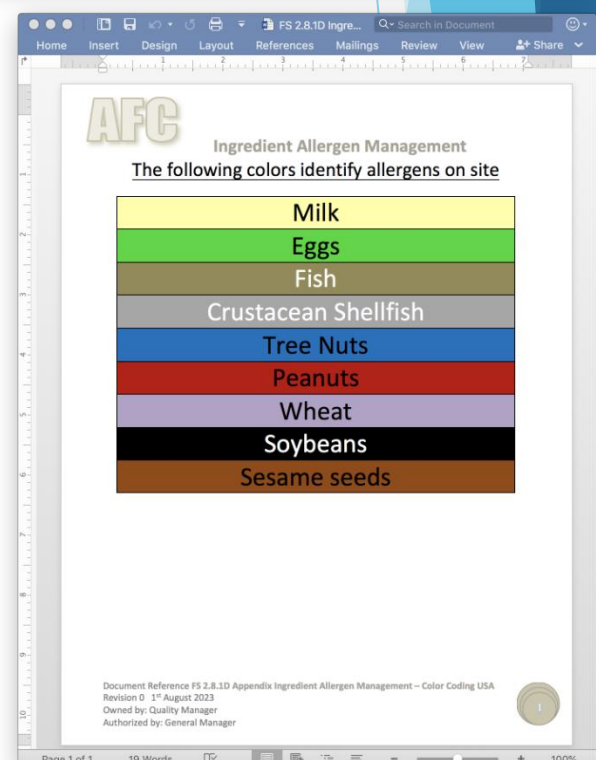
# Supplementary Allergen Management Tools

FS 2.8.1 Allergens Management is a comprehensive Allergen Management Procedure which is supplemented by Allergen Management Tools and other useful Allergen Control Documents



- FS 2.8.1 Allergen Management.docx
- FS 2.8.1A Allergen Management Tool.xlsx
- FS 2.8.1B Allergen Clean Validation.docx
- FS 2.8.1C Allergen Clean Verification.docx
- FS 2.8.1D Ingredient Allergen - Color Coding EU.docx
- FS 2.8.1D Ingredient Allergen - Color Coding USA
- FS 2.8.1E Allergens.docx
- FS 2.8.1F Allergen Management Records

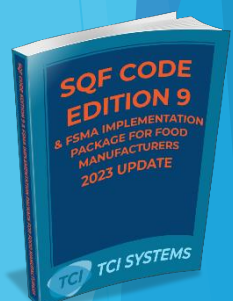
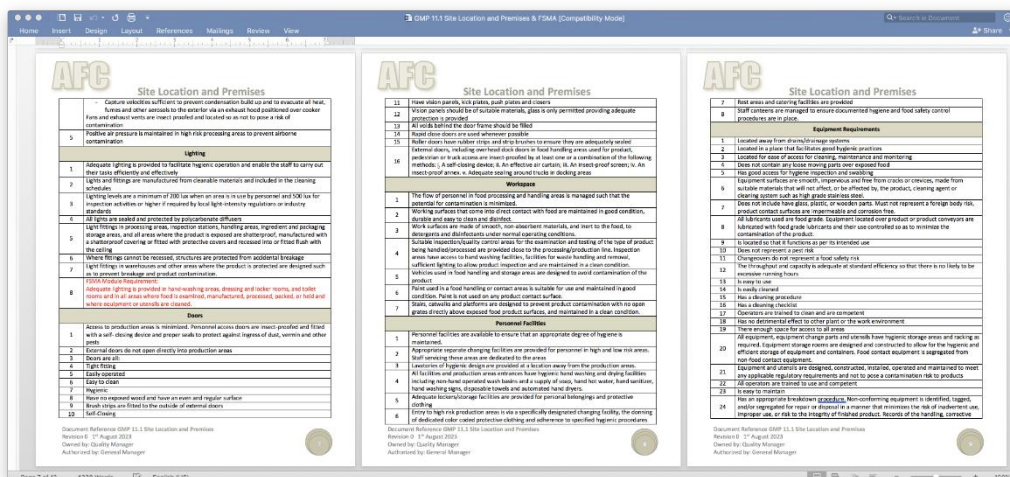
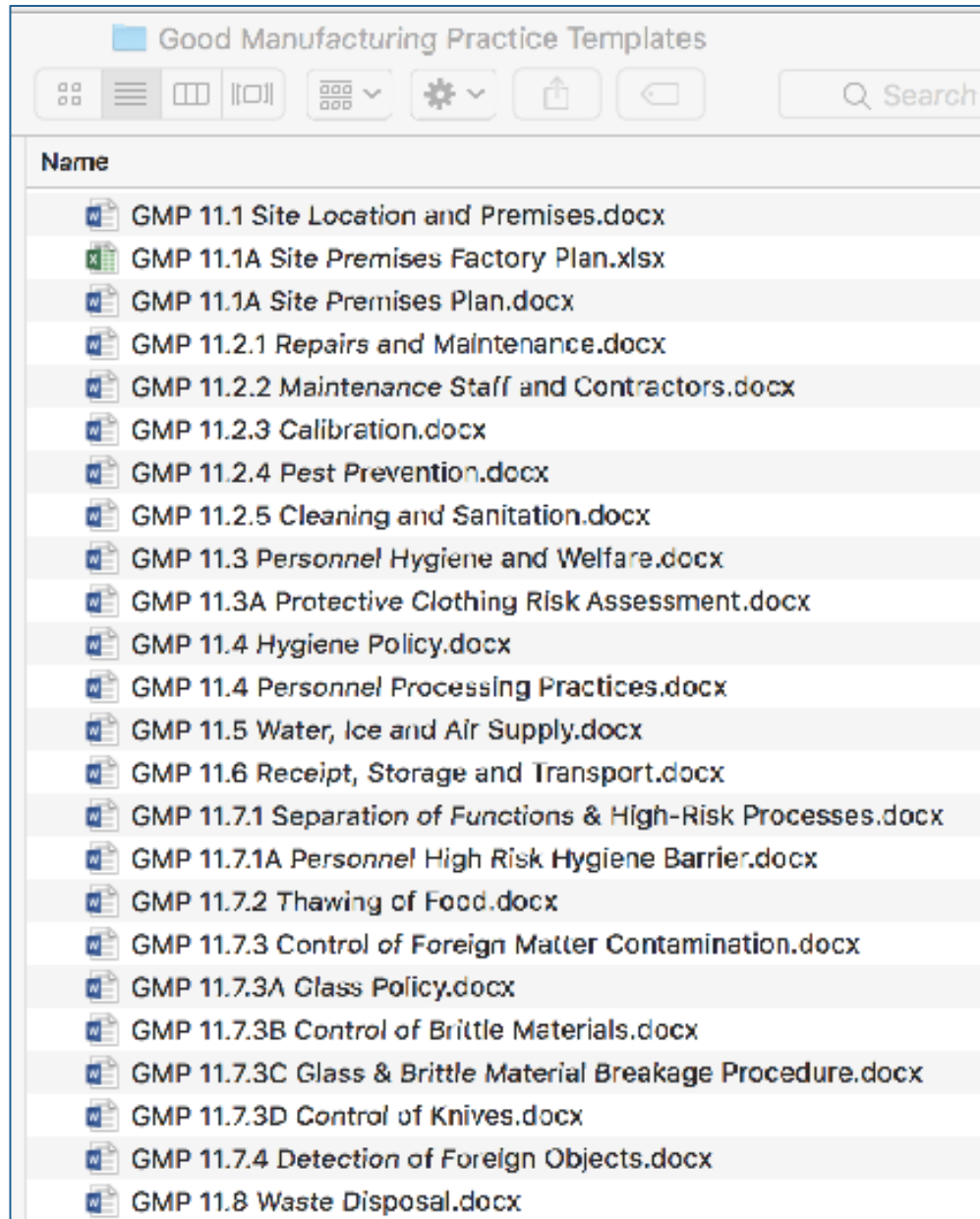
- Finished Product Allergen Summary.docx
- Supplier Ingredient Allergen Analysis Form.docx
- Allergen Warning Label Color Coding Summary.docx
- Raw Material Allergen Summary Form.docx
- Allergen Warning Label - Sesame seeds.docx
- Allergen Warning Label - Soybeans.docx
- Allergen Warning Label - Wheat.docx
- Allergen Warning Label - Peanuts.docx
- Allergen Warning Label - Tree Nuts.docx
- Allergen Warning Label - Crustacean Shellfish.docx
- Allergen Warning Label - Fish.docx
- Allergen Warning Label - Eggs.docx
- Allergen Warning Label - Milk.docx





# The next folder to open is the Good Manufacturing Practice Templates folder

These are the procedure templates for Module 11: Good Manufacturing Practices for Processing of Food Products





# Package GMP Document Examples

## AFC

### Site Location and Premises

Capture velocities sufficient to prevent condensation build up and to evacuate all heat, fumes and other aerosols to the exterior via an exhaust hood positioned over cooker. Fans and exhaust vents are insect proofed and located so as not to pose a risk of contamination.

Positive air pressure is maintained in high risk processing areas to prevent airborne contamination.

**Lighting**

Adequate lighting is provided to facilitate hygienic operation and enable the staff to carry out their tasks efficiently and effectively.

Lights and fittings are manufactured from cleanable materials and included in the cleaning schedules.

Lighting levels are a minimum of 200 lux when an area is in use by personnel and 500 lux for inspection activities or higher if required by local light intensity regulations or industry standards.

All lights are sealed and protected by polycarbonate diffusers.

Light fittings in processing areas, inspection stations, handling areas, ingredient and packaging storage areas, and all areas where the product is exposed are shatterproof, manufactured with a shatterproof covering or fitted with protective covers and recessed into or fitted flush with the ceiling.

Where fittings cannot be recessed, structures are protected from accidental breakage.

Light fittings in warehouses and other areas where the product is protected are designed such as to prevent breakage and product contamination.

**FSMA Module Requirement:**

Adequate lighting is provided in hand-washing areas, dressing and locker rooms, and toilet rooms and in all areas where food is examined, manufactured, processed, packed, or held and where equipment or utensils are cleaned.

**Doors**

Access to production area is minimized. Personnel access doors are insect-proofed and fitted with a self-closing device and proper seals to protect against ingress of dust, vermin and other pests.

External doors do not open directly into production areas.

Doors are all:

Tight fitting

Easily operated

Easy to clean

Hygienic

Have no exposed wood and have an even and regular surface

Brush strips are fitted to the outside of external doors

Self-Closing

Document Reference GMP 11.1 Site Location and Premises  
Revision 0 1<sup>st</sup> August 2023  
Owned by: Quality Manager  
Authorized by: General Manager

## AFC

### Site Location and Premises

Have vision panels, kick plates, push plates and closers

Vision panels should be of suitable materials, glass is only permitted providing adequate protection is provided

All voids behind the door frame should be filled

Rapid close doors are used whenever possible

Roller doors have rubber strips and strip brushes to ensure they are adequately sealed

External doors, including overhead dock doors, in food handling areas used for product, pedestrian or truck access are insect-proofed by at least one or a combination of the following methods: i. A self-closing device; ii. An effective air curtain; iii. An insect-proof screen; iv. An insect-proof annex. v. Adequate sealing around trucks in docking areas.

**Workspaces**

The flow of personnel in food processing and handling areas is managed such that the potential for contamination is minimized.

Working surfaces that come into direct contact with food are maintained in good condition, durable and easy to clean and disinfect.

Work surfaces are made of smooth, non-absorbent materials, and inert to the food, to detergents and disinfectants under normal operating conditions.

Suitable inspection/quality control areas for the examination and testing of the type of product being handled/processed are provided close to the processing/production line. Inspection areas have access to hand washing facilities, facilities for waste handling and removal, sufficient lighting to allow product inspection and are maintained in a clean condition.

Vehicles used in food handling and storage areas are designed to avoid contamination of the product

Paint used in a food handling or contact area is suitable for use and maintained in good condition. Paint is not used on any product contact surface.

Stairs, catwalks and platforms are designed to prevent product contamination with no open grates directly above exposed food product surfaces, and maintained in a clean condition.

**Personnel Facilities**

Personnel facilities are available to ensure that an appropriate degree of hygiene is maintained.

Appropriate separate changing facilities are provided for personnel in high and low risk areas. Staff servicing these areas are dedicated to the areas.

Lavatories of hygienic design are provided at a location away from the production areas.

All facilities and production areas entrances have hygienic hand washing and drying facilities including non-hand operated wash basins and a supply of soap, hand hot water, hand sanitizer, hand washing signs, disposable towels and automated hand dryers.

Adequate lockers/storage facilities are provided for personal belongings and protective clothing.

Entry to high risk production areas is via a specifically designated changing facility, the donning of dedicated color coded protective clothing and adherence to specified hygienic procedures.

Document Reference GMP 11.1 Site Location and Premises  
Revision 0 1<sup>st</sup> August 2023  
Owned by: Quality Manager  
Authorized by: General Manager

## AFC

### Site Location and Premises

Rest areas and catering facilities are provided

Staff canteens are managed to ensure documented hygiene and food safety control procedures are in place.

**Equipment Requirements**

Located away from drains/drainage systems

Located in a place that facilitates good hygienic practices

Located for ease of access for cleaning, maintenance and monitoring

Does not contain any loose moving parts over exposed food

Has good access for hygiene, inspection and swabbing

Equipment surfaces are smooth, impervious and free from cracks or crevices, made from suitable materials that will not affect, or be affected by, the product, cleaning agent or cleaning system such as high grade stainless steel.

Does not include have glass, plastic, or wooden parts. Must not represent a foreign body risk, product contact surfaces are impermeable and corrosion free.

All lubricants used are food grade. Equipment isolated over product or product conveyors are lubricated with food grade lubricants and their use controlled so as to minimize the contamination of the product.

Is located so that it functions as per its intended use

Does not represent a pest risk

Changeovers do not represent a food safety risk

The throughput and capacity is adequate at standard efficiency so that there is no likely to be excessive running hours

Is easy to use

Is easily cleaned

Has a cleaning procedure

Has a cleaning checklist

Operators are trained to clean and are competent

Has no detrimental effect to other plant or the work environment

There enough space for access to all areas

All equipment, equipment change parts and utensils have hygienic storage areas and racking as required. Equipment storage rooms are designed and constructed to allow for the hygienic and efficient storage of equipment and containers. Food contact equipment is segregated from non-food contact equipment.

Equipment and utensils are designed, constructed, installed, operated and maintained to meet any applicable regulatory requirements and not to pose a contamination risk to products

All operators are trained to use and competent

Easy to maintain

Has an appropriate breakdown procedure. Non-conforming equipment is identified, tagged, and/or segregated for repair or disposal in a manner that minimizes the risk of inadvertent use, improper use, or risk to the integrity of finished product. Records of the handling, corrective

Document Reference GMP 11.1 Site Location and Premises  
Revision 0 1<sup>st</sup> August 2023  
Owned by: Quality Manager  
Authorized by: General Manager

Page 7 of 12 4328 Words English (US)

## AFC

### Cleaning and Sanitation

**Introduction**

The company has established, documented and implemented a Cleaning Management System as part of company Good Manufacturing Practices to ensure the safe hygienic operations on the premises and the production of safe hygienic food.

**Scope**

The scope of the Cleaning Management System includes all products manufactured on site and activities conducted on site.

**Management of Cleaning**

It is company policy to provide both clean manufacturing equipment and a clean environment. All facilities and equipment are designed to exclude any source of excessive or unusual contamination and to be easily cleaned. The company supports and maintains comprehensive cleaning procedures for all areas on site with specific attention to high risk areas.

Detailed cleaning programmes and frequencies are documented for all food handling areas, storage areas, amenities, toilets, plant, protective clothing, utensils and equipment and corresponding cleaning checklists completed. All personnel are trained in the specific cleaning requirements and instruction for their areas. When an item is cleaned a record of this cleaning is completed and the cleaning is checked and signed off by the department manager.

Each Cleaning Work Instruction will have specific details including:

- Protective Equipment to be worn
- Cleaning Equipment to be used
- Chemicals to be Used
- Correct dilution and temperature of Chemicals
- Methods used to confirm the correct concentrations of detergents and sanitizers
- Contact time for Chemicals
- Method of Cleaning
- Any precautionary measures
- Frequency of cleaning

The company operates a clean as you go philosophy which is briefed to all staff and monitored by department managers to ensure all personnel keep their areas in a clean and tidy state. Cleaning tools and equipment are of hygienic design and maintained in a condition which does not represent a risk to the product.

Document Reference GMP 11.2.5 Cleaning and Sanitation  
Revision 0 1<sup>st</sup> August 2023  
Owned by: Quality Manager  
Authorized by: General Manager

## AFC

### Cleaning and Sanitation

**Cleaning Procedure Format**

**Cleaning Procedure**

**Area:** [Blank]

**Chemicals:** [Blank]

**Frequency:** [Blank]

**Personnel:** [Blank]

**Equipment:** [Blank]

**Procedure:**

1. Remove product from the production area.

2. Wash and sanitize hands and wear clean protective clothing.

3. Remove water with a sponge or mop and mop the area.

4. Apply chemical to the area in the direction of the drain.

5. Allow chemical to dwell for the specified time.

6. Rinse the area with clean water.

7. Dry the area.

8. Record the cleaning.

Document Reference GMP 11.2.5 Cleaning and Sanitation  
Revision 0 1<sup>st</sup> August 2023  
Owned by: Quality Manager  
Authorized by: General Manager

## AFC

### Cleaning and Sanitation

Suitably equipped areas are designated for cleaning product containers, knives, cutting boards and other utensils and for cleaning of protective clothing used by staff. These cleaning operations are controlled so as not to interfere with manufacturing operations, equipment or product. Racks and containers for storing cleaned utensils are provided.

A register is maintained of all Cleaning Chemicals approved for use on site. A chemical control sheet is in place for each chemical used on site which includes details the management of use, handling and storage of non-food chemicals including:

- Approved supplier
- Chemical data and safety sheets
- Suitability for food use and where appropriate to use
- Instructions for the avoidance of use of chemicals with strong aromas in manufacturing and storage areas
- Identification of chemicals
- Segregated and secure storage areas
- Use by trained personnel

Cleaning chemicals are fit for purpose, suitably labelled according to regulatory requirements, secured in closed containers and used in accordance with manufacturers' instructions. Detergents and sanitizers must be suitable for use in a food manufacturing environment. All cleaning chemicals and equipment are clearly identified and segregated. Detergents and sanitizers are mixed according to manufacturers' instructions, stored in containers that are suitable for use, and clearly identified. Mix concentrations are verified and records maintained.

Chemicals are applied and stored according to label directions. Empty chemical containers are disposed of according to label directions and regulatory requirements, unused obsolete chemicals are secured until collected by the supplier and disposed of as per regulatory requirements.

Cleaning equipment, tools, racks, and other items used for cleaning are clearly identified, maintained and stored in a hygienic manner.

Cleaning in Place (CIP) is used where possible for food contact surfaces. Cleaning in place (CIP) systems where used are checked to ensure that they do not pose a chemical contamination risk to raw materials, ingredients or product. The critical elements of the CIP cycle are automatically monitored and recorded:

- Detergent strength minimum 0.8% NaOH
- Temperature minimum 75 °C on return
- Flow rate minimum 1.5m/s
- Circulation time minimum 15 minutes at correct temperature and causticity
- Disinfection minimum 150ppm PAA

Document Reference GMP 11.2.5 Cleaning and Sanitation  
Revision 0 1<sup>st</sup> August 2023  
Owned by: Quality Manager  
Authorized by: General Manager

Page 3 of 7 1183 Words English (US)

## AFC

### Pest Prevention

**Introduction**

The company has established, documented and implemented a Pest Prevention System, which is maintained as part of the company Good Manufacturing Practices.

**Procedure**

The company operates a proactive system for the prevention of contamination of the facility, materials and products by pests and ensures that there are effective controls and processes in place to minimize pest activity. This includes ensuring an integrated pest prevention system is effectively implemented. This procedure is used in conjunction with written Good Manufacturing Practices and HACCP plans to ensure adequate pest control. The Hazards Associated with pests are the contamination of food by bacteria from pests and their droppings and also unwanted contamination of food with pests' bodies, eggs, hairs or droppings. At the factory design stage measures are taken to reduce the risk of contamination by aiming to restrict the access of pests on site.

Raw materials, packaging and finished products are stored so as to minimize the risk of infestation. Where stored product pests are considered a risk, appropriate measures are included in the control program. All incoming goods are subject to pest inspection. Process equipment handling raw materials vulnerable to infestation is identified and scheduled inspection undertaken. All buildings are required to be adequately proofed as described in GMP 11.1 Site Location and Premises. Waste is managed as per procedures GMP 11.8 Waste Disposal to prevent the accumulation of debris and waste on site to prevent the attraction of pests. In order to prevent risk of contamination no animals are allowed on site.

The company employs a Pest Control Association registered pest control contractor to implement a pest prevention program and maintain the site free from pest contamination. The contract agreement defines:

- Company and contractor key contact personnel
- Description of contracted services and how they will be completed
- Term of the contract
- Equipment and material storage specifications
- A complete inventory of pesticides must be approved by the regulatory authority for use in a food facility including safety data sheets detailing the safe use and application of baits and other materials such as insecticide sprays or fumigants
- Emergency call out procedures
- Records and documents to be maintained
- Requirement to notify facility of any changes in service or materials used
- Authorized service personnel including evidence of competency by exam from a recognized organization or regulatory authority

Document Reference FS 11.2.4 Pest Prevention  
Revision 0 1<sup>st</sup> August 2023  
Owned by: Quality Manager  
Authorized by: General Manager

## AFC

### Pest Prevention

The contracted service provides:

- Monthly site visits and inspections including service records describing current levels of pest activity and recommendations for taking Corrective Actions.
- Inspections including the periphery and internal and external buildings
- The provision of a plan/diagram of the site showing the identification, location, number and type of all pest control monitoring and prevention measures
- Flying insect controls including fly killing units
- Quarterly biologist inspection reports, visit and trend reports with recommendations
- A record of pest sightings and a trend analysis of the frequency of pest activity to target pesticide applications
- A current copy of the certificate of insurance that specifies the liability coverage
- Disposal of unused pest control chemicals and empty containers in accordance with regulatory requirements
- Spill control materials and procedures
- Safety Data Sheet information to ensure proper usage of pesticide chemicals.

Both the contract and service agreement information are held in the Pest Control File which is managed by the Quality Manager who has overall responsibility for pest control on site.

Before agreeing to a contract, the Quality Manager verifies that the pest control contractor is qualified. Copies of training records and qualifications are held in the pest control file for each person who performs pest management services on site. At the start of the contract a detailed survey of the entire facility is completed by a qualified Field Biologist and the results are documented and used to determine placement of monitoring devices.

**\$117.35 Sanitary operations – Pest Control**

(d) Pest control. Pests must not be allowed in any area of a food plant. Guard, guide, or pest-detecting dogs may be allowed in some areas of a plant if the presence of the dogs is unlikely to result in contamination of food, food-contact surfaces, or food-packaging materials. Effective measures must be taken to exclude pests from the manufacturing, processing, packing, and holding areas and to protect against the contamination of food on the premises by pests. The use of pesticides to control pests in the plant is permitted only under precautions and restrictions that will protect against the contamination of food, food-contact surfaces, and food-packaging materials.

Document Reference FS 11.2.4 Pest Prevention  
Revision 0 1<sup>st</sup> August 2023  
Owned by: Quality Manager  
Authorized by: General Manager

## AFC

### Pest Prevention

**Exterior Bait Stations**

Exterior rodent bait stations are set up to deter rodents from entering the facility. Based on the detailed facility survey, exterior bait stations are placed along the foundation walls on the exterior of the facility and along the site boundaries. Exterior bait stations containing rodenticides are tamper resistant, anchored in place, locked, and labelled. All exterior bait stations are inspected at least monthly. The bait stations are checked more often when activity levels increase. Baits are secured inside bait stations, in good condition, and replaced as needed. Bait stations are placed at intervals of 15 m although areas of high rodent activity may have a higher concentration of bait stations.

**Interior Monitoring**

Based on the detailed Field Biologist survey, interior monitoring devices are placed in strategic sensitive areas specific to the rodent species, and other areas of pest activity, including:

- Raw material warehouse
- Maintenance workshop
- Finished product warehouse
- Areas with the potential for rodent access due to traffic
- Overhead areas where roof rat activity is evident
- High traffic areas
- Doors that open to the exterior of the facility

Interior rodent monitoring devices identify and capture rodents that gain access to the facility. Toxic baits are not used for interior monitoring. Bait are not used inside ingredient or food storage areas or processing areas, indicator baits that conform to local regulations are used inside processing areas. Interior monitoring devices are placed along perimeter walls at a distance of 10m and secured in position. Spacing is reduced and the number of traps is increased when there are increased pest activity levels. Interior monitoring devices are inspected at least weekly.

**Interior monitoring devices include:**

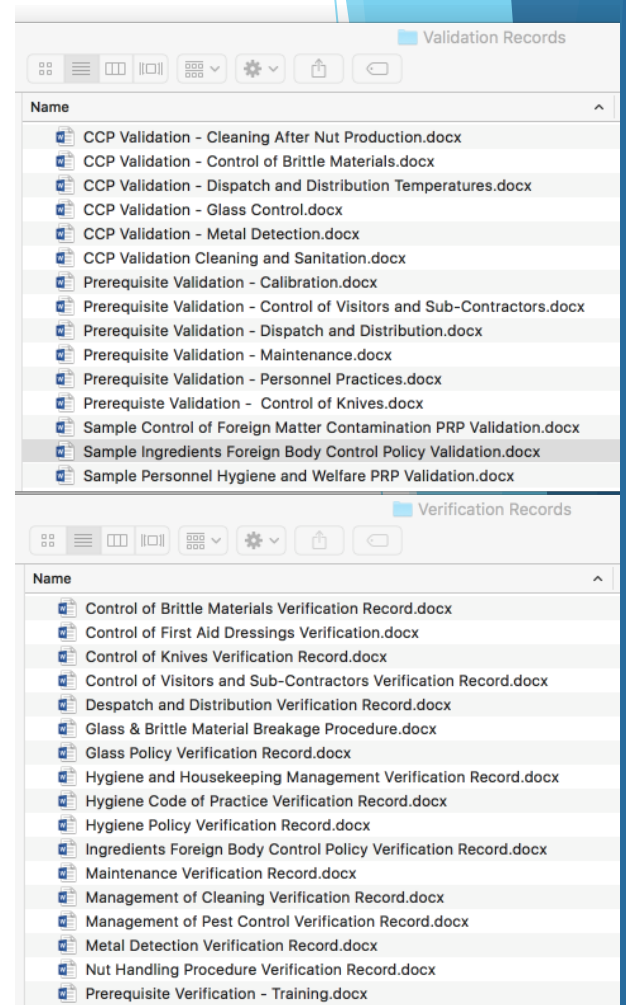
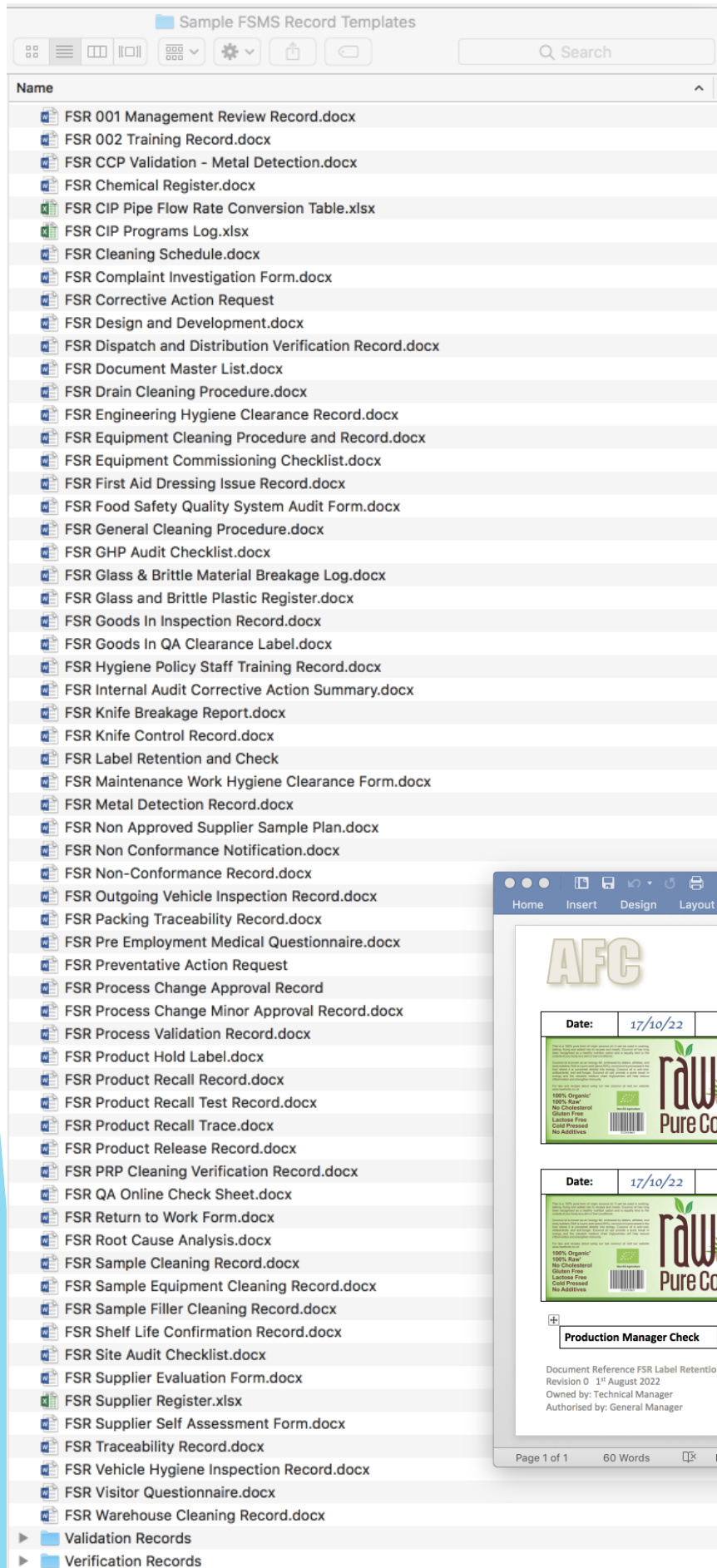
- Mechanical traps
- Glue boards
- Gassing traps
- Live cage traps
- See-saw tubes
- Electrocution traps
- Extended trigger traps that send alert e-mails or text messages

Document Reference FS 11.2.4 Pest Prevention  
Revision 0 1<sup>st</sup> August 2023  
Owned by: Quality Manager  
Authorized by: General Manager

Page 1 of 7 2134 Words English (US)

# Open the Sample FSMS Record Templates Folder

A range of Food Safety Management System, Verification and Validation Record Templates are included.






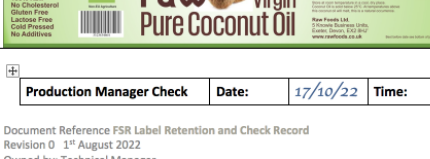
FSR Label Retention and Check [Compatibility Mo...]

Home Insert Design Layout References Mailings Review View Table Design Layout Share

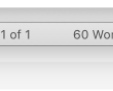
**AFC**

**Label Retention and Check**

Date:	17/10/22	Time:	06:00 Hrs	Line Number:	1	Sample:	Start Up
							
							
<b>Check and Sign</b>							
Operator 1				Anne Operator			
Operator 2				Arno Operator			
Supervisor				Sue Pervisor			

Date:	17/10/22	Time:	08:00 Hrs	Line Number:	1	Sample:	Reel Change
							
							
<b>Check and Sign</b>							
Operator 1				Anne Operator			
Operator 2				Arno Operator			
Supervisor				Sue Pervisor			

**Production Manager Check**

Date:	17/10/22	Time:	17:00 Hrs	Sign:	Paul Manager
					

Document Reference FSR Label Retention and Check Record  
Revision 0 1<sup>st</sup> August 2022  
Owned by: Technical Manager  
Authorised by: General Manager

Page 1 of 1 60 Words English (US) 100%

# Technical Support



## Free Online Technical Support

One of the unique features of our packages is that we provide technical support.

This package includes online technical support and expertise to answer your questions and assist you in developing your SQF Edition 9 Food Safety Management System until you achieve certification.

[Click here to order the SQF Edition 9 Food Safety Management System for Food Manufacturers Implementation Package now](#)

